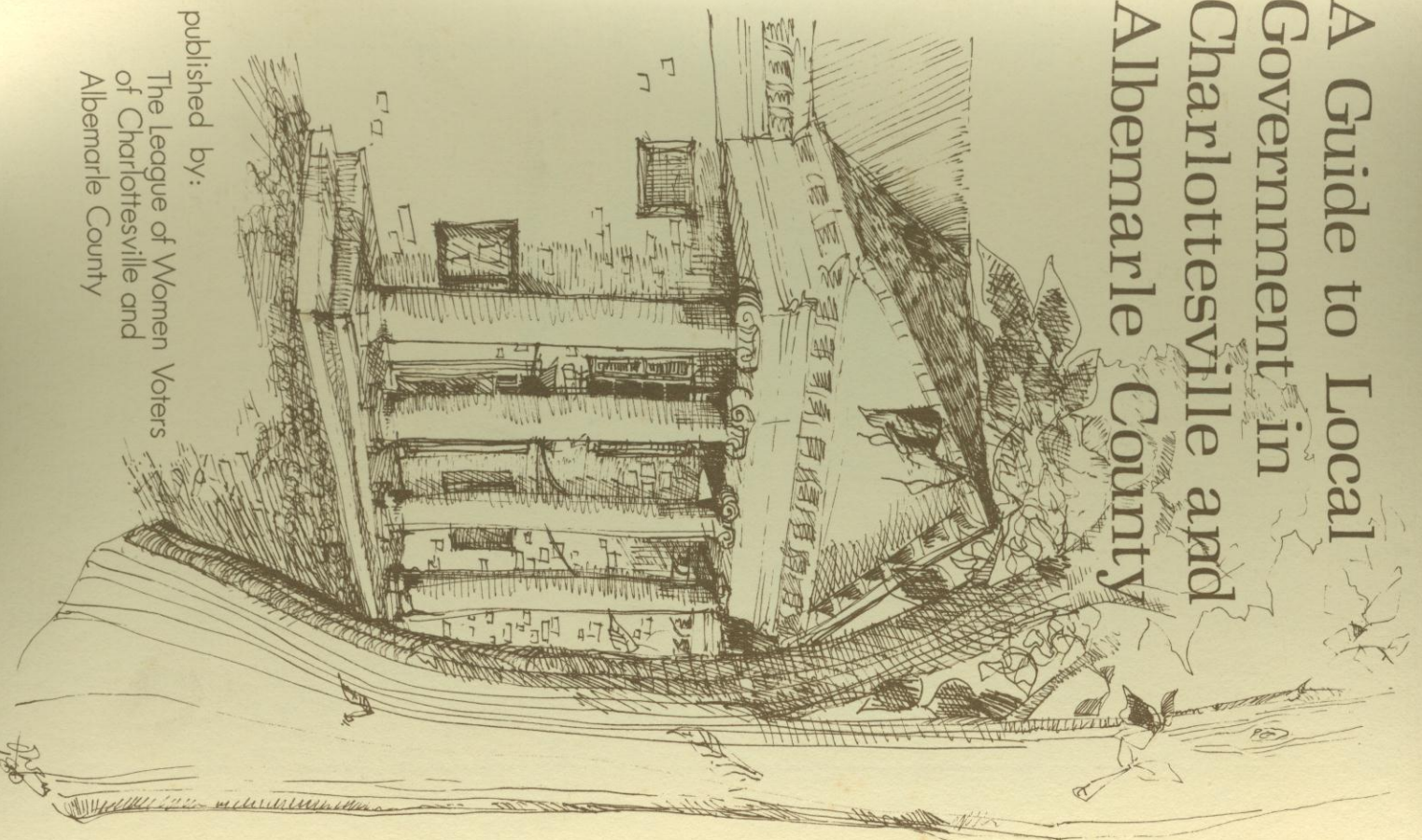


A Guide to Local Government in Charlottesville and Albemarle County

published by:

The League of Women Voters
of Charlottesville and
Albemarle County



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of
Charlottesville and Albemarle County

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ABOUT THE GUIDE

The League of Women Voters of Charlottesville and Albemarle County has prepared this guide with the hope that it will help citizens to participate fully and effectively in local government. This is the fourth revision of the guide, which was first published in 1960.

The guide describes the governments and governmental services of the City of Charlottesville and the County of Albemarle, in Virginia. The arrangement of topics in this revision reflects the fact that many services are provided cooperatively by the two jurisdictions. Regional organizations which provide governmental services to Charlottesville and Albemarle and to surrounding counties are also described.

The guide begins with chapters describing City and County governments. Governmental services are discussed next, with explanations of the roles of the City, the County, and joint commissions or other bodies. General information about the judiciary and about elections and voting is also included. A taxpayer's calendar and a reference list of principal City and County officials complete the guide.

The League of Women Voters encourages citizens to attend and, where appropriate, to participate in the meetings of boards, commissions, and other bodies described in this guide. Under state law, these meetings are open to the public, although governmental bodies are permitted to close a meeting by going into executive session when considering such matters as personnel, litigation, and real property transactions.

The public can participate in the deliberations of governmental bodies in several ways. A time for comments and questions from the public is included in the agenda of many meetings, and public hearings are usually scheduled on measures with wide general impact. Letters may be sent to governmental bodies or to their individual members (see the list at the back of this guide). Citizens interested in serving on boards and commissions may volunteer to fill vacancies, which in some cases are advertised.

The League of Women Voters thanks our City and County officials for their valuable help and cooperation in preparing this guide. The League also thanks Sandy Snook, a Government teacher at Charlottesville High School, whose 1980 classroom book on Charlottesville government was of great assistance. We are grateful too for the materials provided to the revision committee by Albemarle High School students in the government class taught by Stephanie Sivert, and we thank John Owen for the cover design.

INTRODUCTION TO ALBEMARLE AND CHARLOTTESVILLE



Albemarle County was formed in 1744 from a part of Goochland County. It was named in honor of William Anne Keppel, the second Earl of Albemarle and then Governor-General of the colony of Virginia. The original County seat was the town of Scottsville, located on the James River at the southern end of the County.

When it became clear that a more central County seat and trading center was needed, a new town was established on the Rivanna River in 1762. It was named Charlottesville after Queen Charlotte, wife of King George III of England. The town, which was laid out on 50 acres with streets and lots surrounding a courthouse square, eventually grew to over 10 square miles and became the center of population for the area.

The early residents of Albemarle County included some outstanding historical figures. The best known is Thomas Jefferson, who at the end of his public career founded the University of Virginia. Jefferson designed his own home at Monticello and planned the original buildings of the University, leaving a unique architectural legacy in the area. Another president, James Monroe, lived at Ash Lawn near Monticello, and still another, James Madison, was a frequent visitor from his nearby home in Orange. George Rogers Clark, explorer of much of the land just west of Virginia, and Meriwether Lewis, who with George Rogers Clark's nephew led the Lewis and Clark expedition to the Northwest, were both born in Albemarle County. Many other historical and literary figures have lived or spent time in the area and have contributed to its rich heritage.

The communities of Charlottesville and Albemarle today are closely related to each other and to the University of Virginia. Their relations are complex, both in geography and in governmental jurisdiction. Under State law, Charlottesville and its government have been completely separate from Albemarle County and its government since 1888, when Charlottesville was incorporated as a city. Albemarle County offices, however, continue to be located in Charlottesville. According to census figures, approximately 37,000 people lived in Charlottesville and 54,500 in Albemarle County in 1980.

The University of Virginia, with over two square miles of land, is located partly in the City but mostly in the County. As a State agency, the University pays no local taxes and for some purposes is not under local jurisdiction. For example, it has its own security force, deputized by both City and County law enforcement authorities, and its roads are built and maintained by the State rather than by the localities. The University, with about 16,400 students, is the area's largest employer.

CHARLOTTESVILLE CITY GOVERNMENT



Charlottesville has a council-manager form of government. The authority of the City government comes from a charter granted by the General Assembly of Virginia. The charter may be changed only by an act of the General Assembly to which the City Council must submit its recommended changes. The charter provisions are implemented by the City Code. This code consists of ordinances enacted by the Council and is changed or amended by the Council whenever new ordinances are enacted.

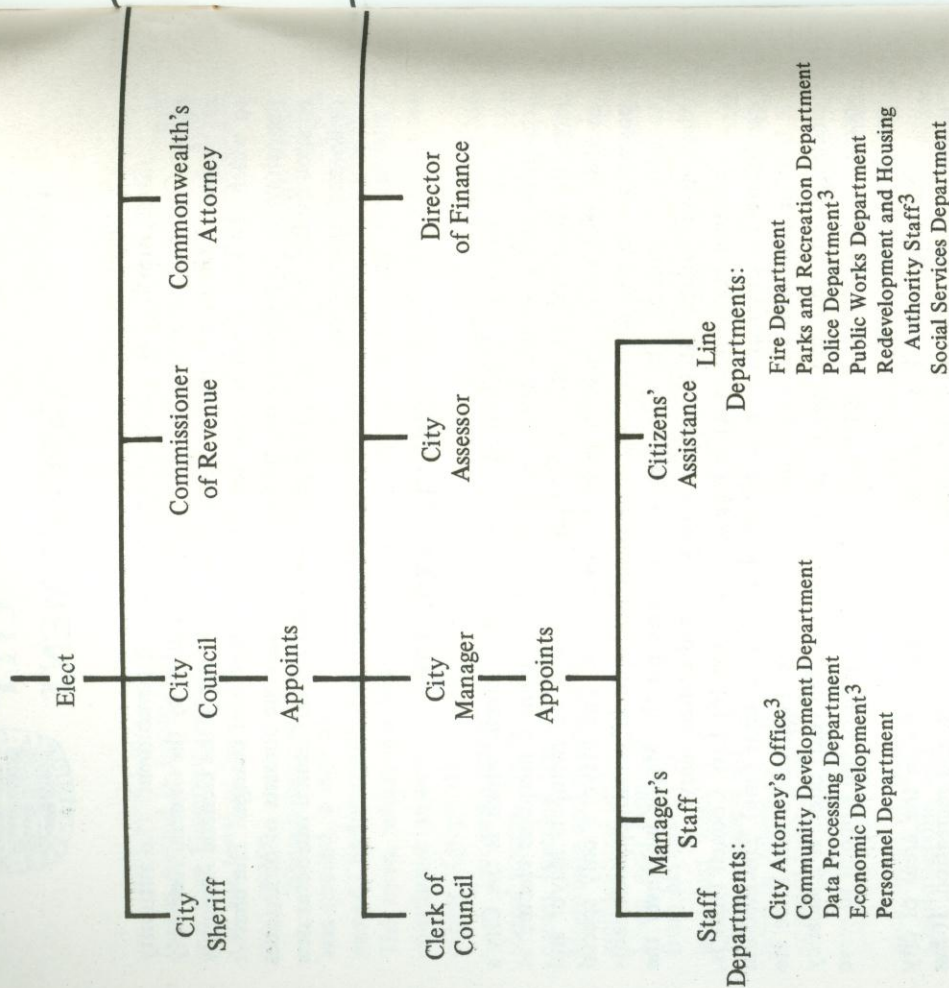
THE CITY COUNCIL

The voters of Charlottesville elect a **City Council**, which is the City's legislative and governing body. It consists of five council members elected at large for four-year terms. The Council elects one of its members Mayor and another Vice-Mayor, each to serve for two years. The Mayor's only special powers are to preside over Council meetings and to make certain appointments to advisory boards. The Vice-Mayor substitutes for the Mayor whenever the Mayor is unavailable. All Council members are paid a small salary.

Virginia law requires an independent election for City Council (that is, candidates for other offices may not be elected at the same time). This election is held in May. The terms of Council members are staggered so that three are elected in one year and two in the next election two years later. If a vacancy occurs, a new member is appointed by a majority vote of the Council to serve out the unexpired term.

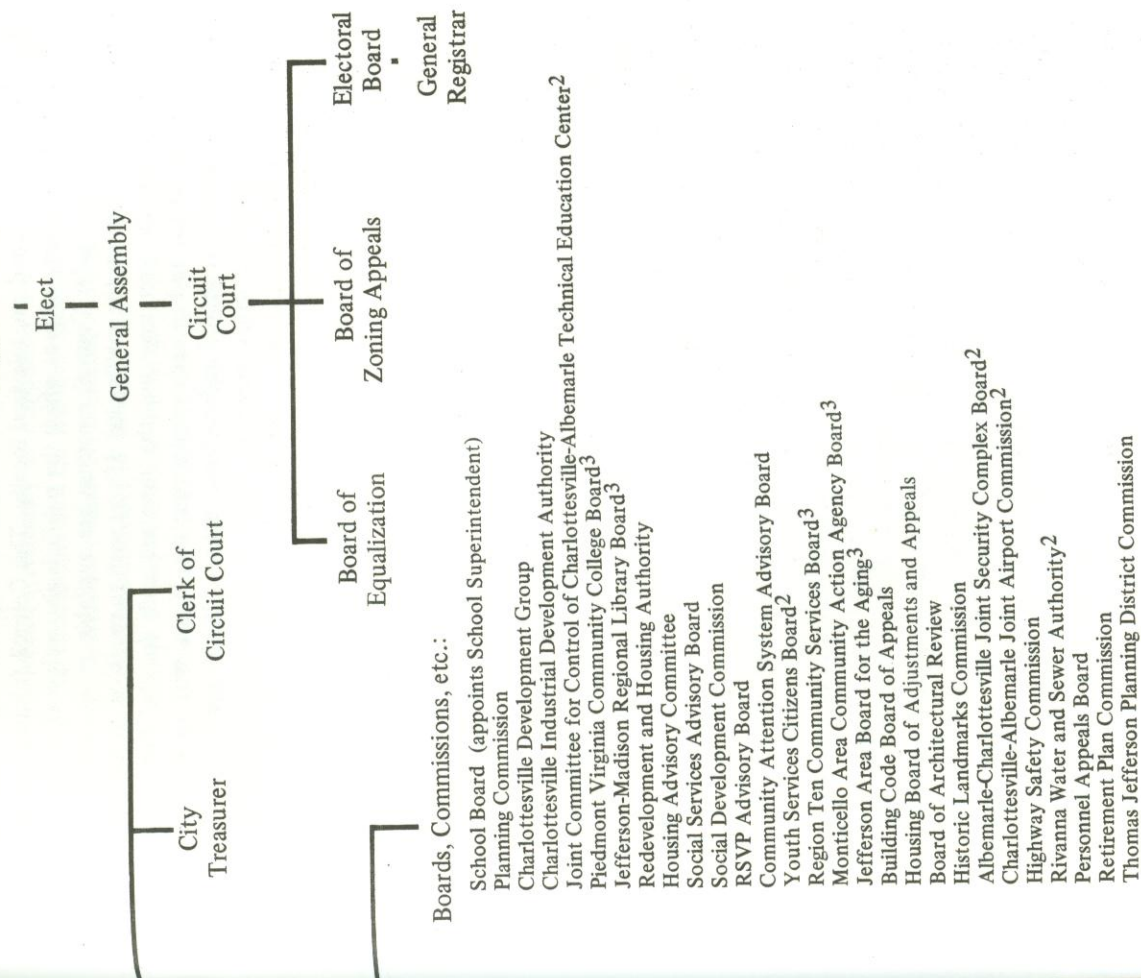
The City Council is responsible for making policy in the areas of city planning, traffic, law and order, public utilities, finances, and recreation. It has specific powers to pass ordinances, levy taxes, collect revenues, adopt a budget, make appropriations, issue bonds, borrow money, and provide for the payment of public debts. The Council also has the power to appoint the City Manager, the Director of Finance, and the City Assessor, as well as major policymaking boards and commissions of the governmental organization. It appoints the **Clerk of the Council**, whose chief duties are to notify the public of Council meetings, record minutes of the meetings, handle Council correspondence and other office duties, and serve as the Council's representative to the public during regular business hours. The Clerk keeps the records of Council and makes these available to the public when requested.

Charlottesville Voters



1. Includes members from Albemarle County
2. Includes members from Albemarle County and other jurisdictions
3. Appointed with consent of the City Council

Virginia Voters



Regular meetings of the Council are held on the first and third Mondays of every month at 7:30 P.M. in Council Chambers in City Hall. These meetings are open to the public and are televised locally. The Council frequently schedules work sessions on other nights at which the public is also welcome.

Agendas of regular Council meetings are available in advance to anyone who asks to be put on the mailing list. If you wish to speak on an issue which is not on the agenda, you may use the time set aside for this purpose at the beginning and at the end of each regular meeting. If you wish to write to City Council members, you should address your letter to the Mayor and send copies of your request to the other members. You may write or phone the Clerk of Council to inquire about Council matters or to ask to be put on the agenda for a Council meeting. The appropriate address for letters to the Clerk, to the Mayor, or to individual Council members, is Box 911, City Hall, Charlottesville, Virginia 22902.

PROCEDURE FOR ENACTING LEGISLATION

The City Council has the power to pass resolutions and ordinances. Council approval of many technical matters, including appropriations, is accomplished through passage of resolutions. Two readings (that is, consideration at two meetings) are required for resolutions involving appropriations of more than \$1,000, but only one reading is required for all others. For most legislative matters the Council enacts ordinances, which are more formal than resolutions and have the force of law. Before an ordinance may be enacted it must have two readings, separated by at least three days. The requirement for a second reading may be waived by the Council by a four-fifths vote, but this is rarely done.

Public hearings are required before enactment of amendments either to the zoning ordinance or to the subdivision ordinance, and the City Council generally holds public hearings on such ordinances jointly with the Planning Commission. Public hearings are also required on the City's budget. Although there is no legal requirement for public hearings before enactment of other ordinances, as a matter of policy the City Council schedules a public hearing on any ordinance which could be expected to have wide public impact. Advertisements giving legal notice are published at specified intervals before public hearings. Public comment on resolutions or on proposed ordinances for which no public hearing has been scheduled is possible at either the first or second reading.

CONSTITUTIONAL OFFICERS

The voters of Charlottesville elect five officials called constitutional

officers. Their salaries are paid partly by the City and partly by the State, which sets the salary level.

The **Commonwealth's Attorney** is responsible for prosecuting criminal cases in the City of Charlottesville. He handles the preliminary hearings for felonies and serious misdemeanor cases. He is elected to serve a four-year term.

The duties of the **Commissioner of Revenue** and the **City Treasurer**, who are each elected to serve a four-year term, are detailed later in this Guide under Fiscal Information. The duties of the **Clerk of the Circuit Court**, who serves an eight-year term, are described under the Judiciary, while the duties of the **City Sheriff**, who serves a four-year term, are described under Public Safety.

CITY MANAGER

The City Council appoints the **City Manager** who is responsible for the administrative branch of the city government. He serves at the pleasure of the Council. An **Assistant City Manager** and an **Administrative Assistant** work with the City Manager.

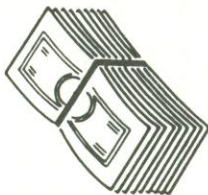
Subject to the direction of the Council, the City Manager has executive and administrative authority over all departments of City government. He supervises all business affairs of the City, appoints heads of departments and their employees, and directs their work. He is required to keep the Council fully advised about the City's financial condition and future financial needs. He prepares the City budget and submits it to the Council for approval. His office evaluates the programs of the City government and can recommend development of new programs for the approval of the Council.

The **Citizens' Assistance Office** is charged with insuring the prompt, equitable and courteous disposition of all citizen requests and complaints involving City departments. Each request or complaint received by this office is reviewed, and a response is made within ten days regarding possible action. Monthly statistics are compiled to enable the administration to identify recurring problems and any particular area of the City where a problem often occurs. The **Citizens' Assistance Office** also acts as the City's information office, dispensing maps and a variety of other materials to the inquiring public.

CITY ATTORNEY

The **City Attorney** is appointed by the City Manager, subject to Council approval, to serve as legal advisor to the City officials and to the Council. He reviews City contracts and bonds, and drafts ordinances and resolutions at the request of the Council. The City Attorney defends the City, its officers, and its

employees in lawsuits resulting from actions taken by them in the course of their duties. He also handles lawsuits filed by the City against other parties to enforce the rights or obligations due the City.



FISCAL INFORMATION

The City Council has the ultimate responsibility for fiscal policy, but assigns the tasks of administration and preparation of the City budget to the City Manager. The Director of Finance, the City Treasurer, the Commissioner of Revenue, and the City Assessor all work with the City Manager in the administration of City finances.

Each year the City Manager submits a proposed budget to City Council. This budget incorporates a detailed school budget, which has been prepared by the Superintendent of Schools and approved by the School Board, usually after being presented to the public. (The School Board is not obligated to hold a public hearing on its budget, although it does hold a series of public hearings between October and April.) The Council holds a public hearing on the entire proposed budget and makes any changes it deems necessary, although in acting on the school budget, it may only change the total amount or the allocation of funds to major categories of the budget. The City budget must be finally approved by May 30; the City's fiscal year runs from July 1 to June 30. Citizens should make their suggestions known to the City or school officials in the Fall to have their ideas considered during the budget-making process.

The City's largest single expenditure is for school operation. Other major services at least partially financed by City expenditures are police and fire protection; courts and jail; streets and sidewalks; refuse collection and disposal; water, gas, and sewer operations; social services; parks and recreation; library services; and the general administration of City government.

City revenue comes from a variety of sources. Property taxes are a major source. The City also receives revenue from utility and lodging taxes; from fees, licenses, and fines; and from payments in lieu of taxes for water, sewer, gas, and other services. Another major revenue source is a 1% local sales tax which is added to the 3% state sales tax. Many of the City's programs receive partial funding from the state and federal governments.

Major capital improvements may be financed either from the City's general funds or by the sale of general obligation bonds and revenue bonds. Sale of a general obligation bond does not require a referendum but does count against the City's allowable limit of bonded indebtedness, which is set by State law at a

specified percentage of the assessed taxable value of real estate in the city. For example, the City's share of expenses for altering the old central post office building to accommodate the Jefferson-Madison Regional Library was paid for by obligation bonds. Revenue bonds have no legal limit and do not count against the allowable debt limit, but require a referendum. Current revenue bonds finance water and sewer facilities. Charlottesville enjoys an AAA credit rating, the highest given for municipal bonds.

The real estate and personal property tax rates are determined annually by City Council to assure a balanced budget. The 1980 real estate tax rate is set at \$1.10 per \$100.00 of assessed valuation, which is based on 100% of the appraised value. The official appraised value is determined yearly by the Department of Real Estate Assessments. Tangible personal property (autos, boats, and mobile homes only), is assessed by the Commissioner of Revenue at 100% of the blue book value as of each January 1. The 1980 personal property tax rate is \$4.79 per \$100.00 of assessed value.

The estimated total assessed value of real estate in the city in 1980 was \$651,387,930. Real estate owned by the University of Virginia, the State, the City, and nonprofit organizations such as hospitals and churches is not subject to city tax; the 1980 assessed value of nontaxable real estate was \$53,780,400.

The annual real estate reassessment program is the responsibility of the City Assessor, who is appointed by the City Council. The Assessor also processes building permits and each year compiles a land book describing and recording the assessments of all real estate within the corporate limits.

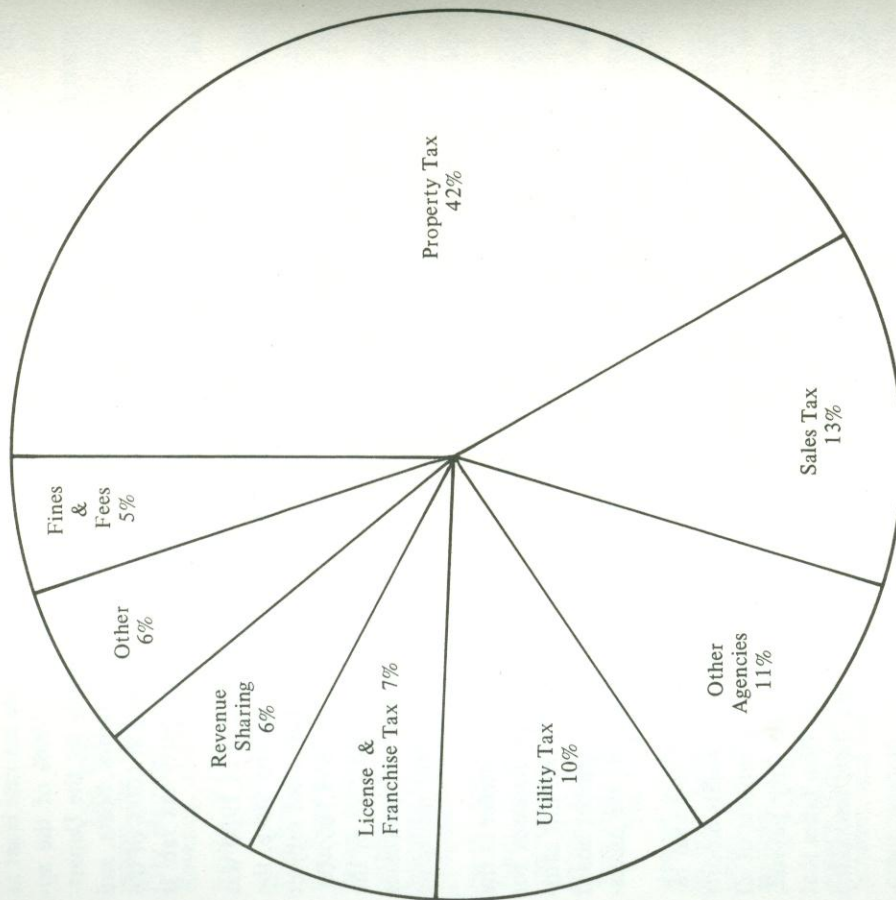
Notices of change in assessment are mailed to each property owner at the beginning of each year. A dissatisfied owner may appeal to the Assessor for review during the 30-day review period. If the property owner is still not satisfied, he or she may appeal to the **Board of Equalization**, a three-member board appointed annually by the Circuit Court judge. This Board reviews the assessment to determine its fairness.

The **Director of Finance**, who is responsible for the City's financial records, is appointed by the City Council. The Director of Finance audits reports of revenue received by all City departments and makes monthly reports of all receipts and expenditures to the Council. He also prepares the City payroll, administers the City pension plans, and collects all money other than taxes that is due to the City, such as water, sewer, and gas revenues, and their associated fees and fines.

The City Council appoints an **Audit Committee**, comprised of two City Council members, the City Treasurer, and the Director of Finance. At the end of each fiscal year, an independent accounting firm is hired to audit the City's accounts and to prepare a report indicating the City's financial status.

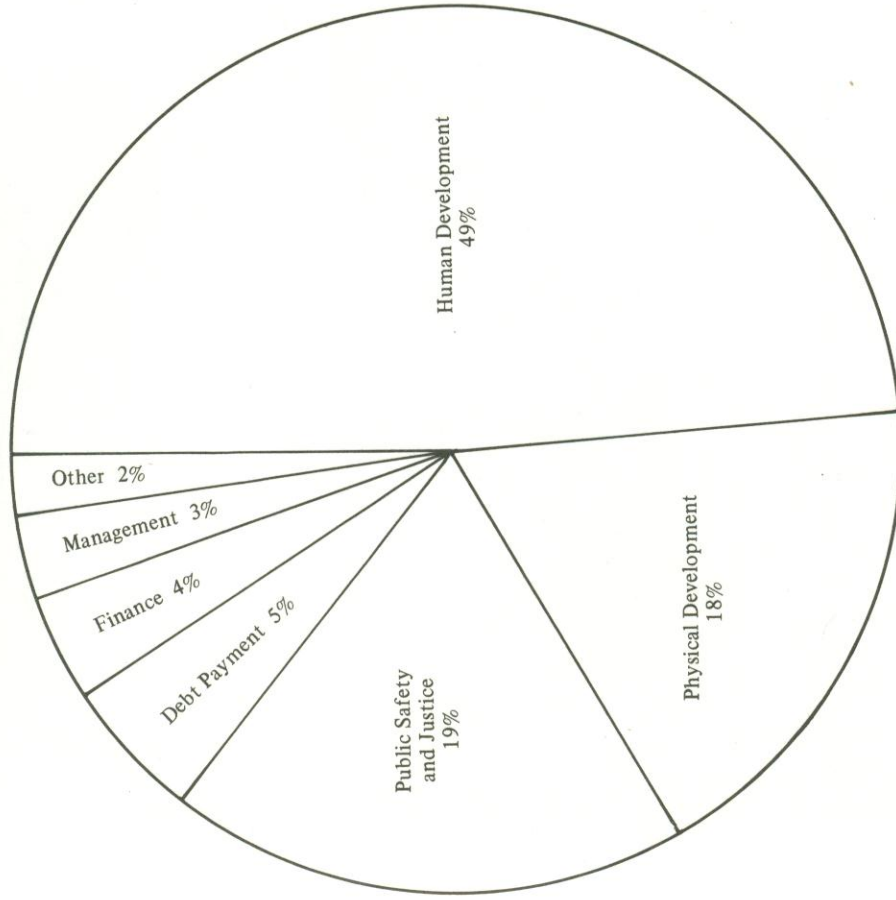
The **Commissioner of Revenue** assesses tangible personal property, issues City and State business and professional licenses, and administers the program of

CITY GENERAL FUND
FISCAL YEAR 1980-1981



REVENUES

CITY GENERAL FUND
FISCAL YEAR 1980-1981



EXPENDITURES

real estate tax exemption and rental relief for the elderly and disabled. The Commissioner, an elected official who serves a four-year term, also distributes State income tax forms and assists taxpayers in filing them.

The City Treasurer collects and receives all revenue for the City except utility payments. He receives State taxes, takes legal action to collect delinquent taxes, issues food stamps, serves as treasurer of the Retirement Commission and the School Board, and pays out all Council appropriations. He is an elected official who serves a four-year term.



ALBEMARLE COUNTY GOVERNMENT

Albemarle County operates under provisions of the Virginia Constitution, of laws enacted by the General Assembly, and of a County code enacted in 1967. The county is governed by a Board of Supervisors. By referendum in 1933 it became the first county in the State to adopt the county-executive form of government. Under this form of government, in contrast to the City's council-manager form of government, no commissioner of revenue or treasurer is elected; instead, the functions of these constitutional officers are assigned to the Department of Finance.

BOARD OF SUPERVISORS

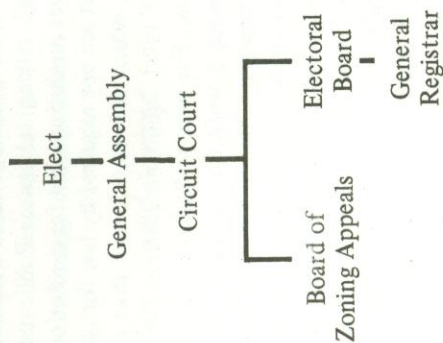
The County's legislative and governing body is the six-member **Board of Supervisors**. Each Supervisor is elected by the voters of his or her magisterial district but serves the interest of the County as a whole. Three members are elected each two years and serve terms of four years. Vacancies are filled by the Judge of the Circuit Court of the County of Albemarle. Each year the Board elects from among its members a chairman and vice-chairman, who preside at meetings but have no special powers. All Supervisors are paid a small salary.

The Board of Supervisors is responsible for policy formation on all matters. It has the power to levy taxes, to make appropriations, to appoint boards, and to control County property. It has authority over all County employees who are not under the direct control of the School Board.

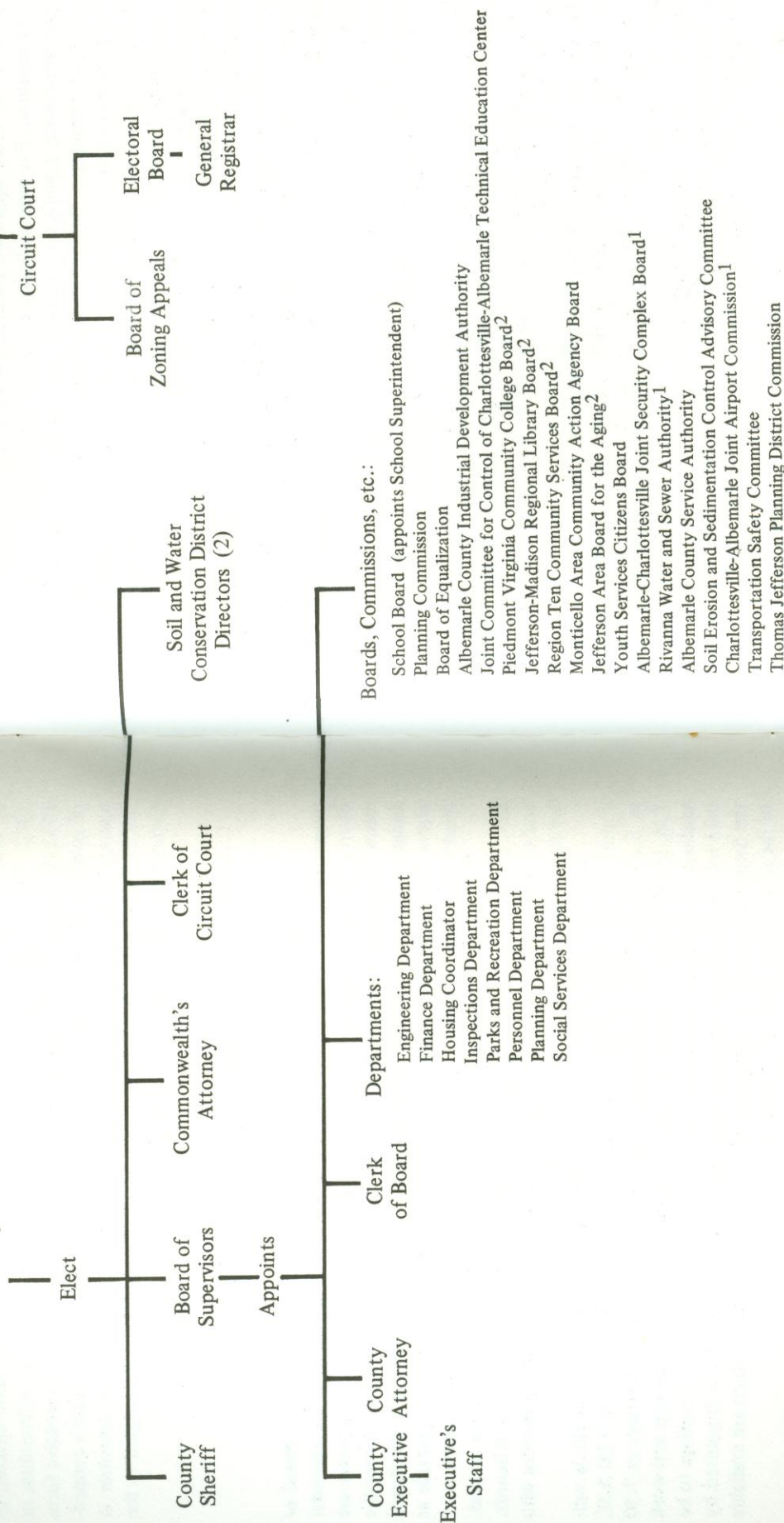
Regular meetings of the Board of Supervisors at which the public is welcome, are held three times each month: on the second Wednesday at 9:00 A.M. in the County Office Building, and on the first and third Wednesdays at 7:30 P.M. in the County Courthouse. The Board may call special meetings and work sessions which the public may also attend. Legal notices of public hearings to be held by the Board are published. The **Clerk of the Board**, who is appointed by the Supervisors, records all minutes of the Board's meetings, which are available to the public in the County Office Building.

If you wish to communicate with the Board of Supervisors, address your letter to the Chairman and send it to the County Office Building, Charlottesville, Virginia 22901. You may also make statements to the Board at appropriate times during its public meetings.

Virginia Voters



Albemarle County Voters



1. Includes members from Charlottesville

2. Includes members from Charlottesville and other jurisdictions

PROCEDURE FOR ENACTING LEGISLATION

The Board of Supervisors has the power to enact resolutions and ordinances. Resolutions are generally used for administrative matters, appointments, appropriations and setting tax rates. Public notice and a public hearing are required for budget resolutions and for resolutions increasing the tax levy or real estate tax rate, but are not required by law for other resolutions.

Ordinances, which are more formal than resolutions and have the force of law, are used for most legislative matters, including optional local taxes and regulatory measures. For most ordinances, State law requires a descriptive notice to be published once a week for two successive weeks before the ordinance is passed. A public hearing is held before the Board acts on the ordinance. Land-use control ordinances and certain tax ordinances have more stringent notice and hearing requirements. An emergency ordinance, which may be in effect for 60 days, may be passed without a public hearing. During the 60-day period, a public hearing can be held and the ordinance may be made permanent.

A majority of members of the Board of Supervisors constitutes a quorum. Most resolutions and ordinances are passed by a majority of those present and voting, but any measure imposing taxes, authorizing the borrowing of money, or appropriating a sum of more than \$500 must be passed by a majority of the entire Board. One reading (i.e., consideration at one meeting) is required for any ordinance or resolution.

CONSTITUTIONAL OFFICERS

The voters of Albemarle County elect three constitutional officers: the Commonwealth's Attorney, the County Sheriff, and the Clerk of the Circuit Court. Their salaries and expenses are paid in part by the County and in part by the State, which sets the salary level.

The Commonwealth's Attorney, elected every four years, prosecutes criminal cases for the State and County in three courts: the Albemarle General District Court, the Albemarle Juvenile and Domestic Relations Court, and the Albemarle Circuit Court.

The duties of the **County Sheriff**, who is elected for a four-year term, are detailed under Public Safety. The duties of the **Clerk of the Circuit Court**, who is elected every eight years, are detailed under the Judicial System.

COUNTY EXECUTIVE

The County Executive is a full-time professional administrator who is appointed by the Board of Supervisors and serves at its pleasure. The Executive

directs, coordinates, and supervises the programs and activities of the County government. He prepares the budget and makes monthly reports to the Board on the financial status of the County. He recommends potential appointees for department heads, but all appointments must be authorized and approved by the Board. In addition, the Executive is responsible for the management of all County buildings and properties, excluding school property.

COUNTY ATTORNEY

The County Attorney, who is appointed by the Board of Supervisors, advises the Board concerning contracts, zoning ordinances, and other legal matters. He represents the Board in civil cases, but has no authority in criminal cases. The County Attorney serves on a part time basis.



FISCAL INFORMATION

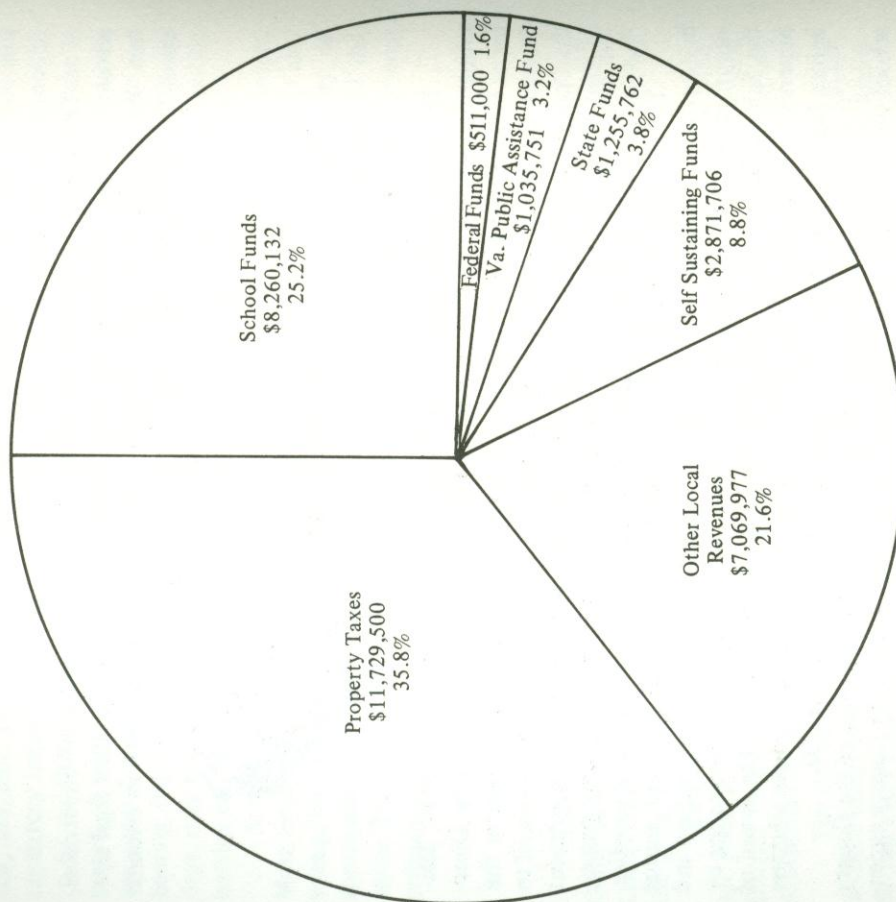
The Board of Supervisors sets fiscal policies for Albemarle County, delegating the responsibility for the administration of County finances to the Director of Finance and the County Executive. The **Director of Finance** operates the Finance Department, which assesses and collects taxes and all other fees owed to the County. The Director of Finance also supervises the work of the Department of Real Estate Assessment in its continuing appraisal of taxable County property, and the work of the Department of Purchasing in the acquisition of supplies.

The County Executive is responsible for the preparation of the annual budget to be presented to the Board of Supervisors for its consideration and adoption. The school budget, prepared separately and given a public hearing by the School Board, is incorporated into the total County budget. The Board of Supervisors holds public hearings on the proposed budget and approves a budget before June 30. The County's fiscal year runs from July 1 to June 30.

The County's largest single expenditure is for the operation of the County school system. Other major services at least partially financed by County expenditures are police and fire protection, the operation of the Joint Security Complex, administration of the local judicial system, public health services, library services, the advancement of agriculture and home economics, the operation of the County landfills, and the general administration of County government.

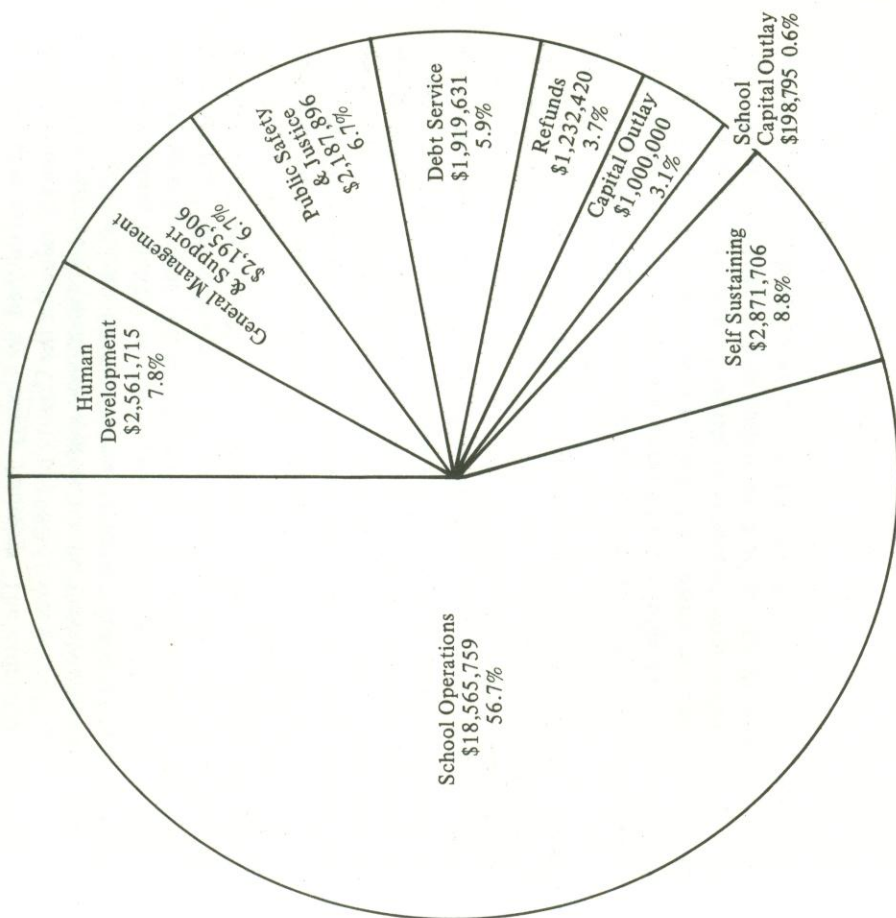
The largest source of County revenue is the property tax, which is levied on real estate, personal property, and public service corporations. Other sources

COUNTY REVENUES 1980-1981



ALL FUNDS = \$32,733,828

COUNTY EXPENDITURES



ALL FUNDS = \$32,733,828

of revenue are license fees, utility taxes, and some special taxes. The County has a 1% local sales tax, which is added to the 3% State sales tax. It also receives part of its revenue from the State and Federal governments.

The tax rates are determined annually by the Board of Supervisors to provide a balanced budget. Tangible personal property is presently assessed at a rate of \$5.00 per \$100 of assessed value, which varies according to the type of property appraised. For the 1980-81 fiscal year, the real estate tax was set at \$0.67 per \$100 of assessed value, which is based on 100% of the appraised market value established by County Assessors. The estimated total appraised taxable property value for the County in 1980-81 was \$1.2 billion.

Approximately 308,000 acres of land in the County are subject to land-use taxation, under which a special land-use taxation value is set for property used for agriculture, forestry, or open space. Tax on the difference between this land-use taxation value and the fair market value is deferred until the use of the land changes. The estimated total appraised taxable value of such lands in 1980-81 was \$170,772,000. The 1979 assessed value of nontaxable real estate in the County (real estate owned by the University of Virginia, the State, the City, and nonprofit organizations) was \$21,334,000.

All County real estate is appraised every two years by the Real Estate Section of the Finance Department. The Director of Real Estate Assessments oversees appraisals of real estate for fair market value and the appraisals of the parcels under land-use taxation. Property owners dissatisfied with their assessment may appeal to the **Board of Equalization**, which then visits the property in question and consults with the assessors. Decisions of this Board may in turn be appealed to the Circuit Court. The Board of Equalization is composed of five County property owners who are appointed by the Board of Supervisors each January to serve one-year terms.

Financing of capital improvements may be accomplished by bond issues. A bond issue requires a referendum ordered by the Judge of the Circuit Court of the County of Albemarle upon request of the Board of Supervisors. However, the County has also financed capital expenditures from various State sources at lower interest rates. There is no limit under State law on the amount the County can borrow, but all bond issues must be approved by a majority of the voters.

SCOTTSVILLE

Within Albemarle County there is one incorporated township, Scottsville. This town is under the jurisdiction of the Albemarle Board of Supervisors and is geographically part of the County's Scottsville magisterial district. Its citizens pay taxes both to the town of Scottsville and to the County of Albemarle. Every two years the voters of Scottsville elect a Town Council of six members and a Mayor.

LOCAL GOVERNMENT SERVICES

ECONOMIC DEVELOPMENT

The **Charlottesville Development Group** was established in 1978 to advise the City Council on matters related to economic development. The goal of the Group is to expand the City's economic base and employment opportunities through the encouragement of private enterprise and economic development in the City. The fifteen members of the Group, which meets monthly, were appointed to three-year terms, at the end of which the Council will decide whether the Group is to continue.

An **Economic Development Coordinator**, appointed by the City Manager, is charged with helping to keep and maintain Charlottesville's economic base. The Coordinator's duties include maintaining contact with local business and commercial firms, marketing available office and commercial space and land, and compiling marketing information. The Coordinator works closely with the Charlottesville Development Group, the local Chamber of Commerce, and other groups in the City and region.

The **Charlottesville Industrial Development Authority**, created in 1976, issues tax-exempt bonds and finances commercial and industrial facilities within the City. Although the bonds are not obligations of the City, location and financing of these projects are subject to approval of the City Council. The Authority must give priority to facilities which are within urban renewal areas, are in keeping with the Comprehensive Plan, provide the greatest increases in tax revenues and expanded employment, do not produce pollution, and are least likely to need more public funds for additional services. The seven members of the Authority who are appointed by the City Council, serve four-year terms.

The **Albemarle County Industrial Development Authority**, also created in 1976, issues bonds and finances plant expansion and pollution control facilities for industries presently located in the County. These industries must require minimum local public utilities and must provide new jobs, a substantial majority of which must be filled by County residents. The location and financing of these projects are subject to the approval of the Board of Supervisors, who must also approve any changes in the Authority's bylaws, standards, or priorities. The Authority's seven members are appointed by the Board of Supervisors to serve four-year terms.

The **Thomas Jefferson Visitors' Bureau**, which functions in conjunction with the Bicentennial Center, was organized to help build and maintain a strong tourism industry by coordinating and promoting local efforts to market the Charlottesville-Albemarle area to potential travelers. The nine members of the Bureau's policy board include representatives from the County's Board of Supervisors, the local travel industry, the gasoline association, the University of Virginia, motels, restaurants, tourist attractions, and public relations firms. The Bureau's Management Committee, made up of the City Manager, the County Executive, and the Chamber of Commerce's Executive Director, oversees staff activities, which are carried out under a cooperative arrangement by the Director and Assistant Director of the Bicentennial Center. The Bureau's 1980-81 budget of \$53,000 is provided by the City, the County, retail merchants, restaurants, motels, and the Chamber of Commerce. The Bureau, organized in February 1980, holds Board meetings once every two months.

EDUCATION AND CULTURE



SCHOOLS — GENERAL REQUIREMENTS

The State of Virginia mandates a "quality education for every child" and standards of quality have been approved by the General Assembly. These standards require schools to assist each pupil to reach his or her academic, vocational, and interpersonal potential. The State Board of Education is responsible for the general supervision of public school systems in Virginia and sets specific minimum standards and compulsory attendance rules. School attendance is required of all children between the ages of 5 and 17. Children who will be six years old by December 31 or earlier may enter first grade, and kindergartens must be provided in all elementary schools. School services must be provided to the physically, mentally, and emotionally handicapped.

CITY SCHOOLS

Charlottesville has one public high school, two middle schools, and six elementary schools, as well as an assortment of special and technical programs that operate from the central offices.

The **Charlottesville School Board** is responsible for establishing policies and supervising the operations of the school system; for appointing teachers and

staff on the recommendation of the Superintendent; for planning for future needs; and for adopting annual budgets for presentation to the City Council. The School Board has seven members appointed by the Council for a maximum of three consecutive three-year terms. There must be at least one representative from each of the City's four wards. The Board meets on the third Thursday of each month at 8:00 P.M. The meetings, all open to the public, are generally rotated among the various school buildings. School Board members have the option of receiving a \$10 per diem stipend, with a limit of \$240 per year.

The **Superintendent of Schools**, hired by the School Board for a term set by the State at four years, manages the day-to-day operation of the schools.

In 1979-80 there were just under 5,200 pupils in the Charlottesville schools, and 338 teachers, 49% of whom had master's degrees. The average operating expense per pupil in 1979-80 was \$2,066.64. Charlottesville ranked fifth among the 137 Virginia school divisions in expenditure per pupil. Sources of operating funds, excluding federally funded programs, are approximately 74% local, 23% State, and 3% Federal. Major capital expenditures for the school system are financed by the sale of general obligation bonds approved by referendum.

COUNTY SCHOOLS

Albemarle County has two high schools, four middle schools, and fifteen elementary schools, as well as a number of special and technical programs. These schools and services are under the general supervision of the **Albemarle County School Board**, which has responsibilities similar to those of the Charlottesville School Board.

The County School Board has seven members appointed by the Board of Supervisors to four-year terms. Each Supervisor nominates one member from his magisterial district, and a seventh member is appointed at large. The School Board meets on the second Monday of each month at 7:00 P.M. and the fourth Tuesday at 4:15 P.M. in the County Office Building. Members' compensation is established by the Virginia State Legislature.

The **Superintendent of Schools**, hired by the School Board for a term set by the State at four years, manages the day-to-day operation of the schools.

In 1979-80 there were approximately 9,500 pupils in the Albemarle schools and 628 professional instructional personnel, 40% of whom had master's degrees. The average operating expenditure per pupil attending school in 1979-80 was approximately \$1,500, including \$110 per pupil transportation cost. Sources of operating funds are approximately 60% local, 35% State, and 5% Federal. Major capital expenditures may be financed either through a bond issue approved by referendum, or by loans, not subject to referendum, from one of three State funds.

CHARLOTTESVILLE-ALBEMARLE TECHNICAL EDUCATION CENTER

The Charlottesville-Albemarle Technical Education Center, opened in 1973, is operated by a Joint Committee for Control whose members come from both Charlottesville and Albemarle School Boards. The City and County school superintendents alternate membership on the Joint Committee. Operating expenses of the Center are shared by the City and County according to their use of the Center.

The Center offers a wide variety of technical training and occupational preparation courses for students attending Charlottesville, Albemarle, and Western Albemarle High Schools. These students attend the Center on a half-day basis while continuing their academic work in their home high schools, from which they receive their diplomas. The Center also provides instruction to registered apprentices, and adult courses are offered for a tuition fee. Enrollment in the Fall of 1980 was 450 students.

THE COOPERATIVE EXTENSION SERVICE

The Cooperative Extension Service extends the resources of Virginia Polytechnic Institute and State University throughout the State. The Board of Supervisors and the City Council appoint local extension agents on the recommendation of the State Extension Service. In July 1980, the City and County offices of this Service merged to form a single unit containing eight agents.

The Extension Agents handle educational programs in agriculture and natural resources, in family resources (home economics), in 4-H and youth activities, in community resource development, in government and business administration, and in economic skills and housing. Information is disseminated through 4-H Clubs, home demonstration clubs, agricultural organizations, the mass media, and workshops or short courses. The agency is financed by Federal, State, County, and City governments.

PIEDMONT VIRGINIA COMMUNITY COLLEGE

Piedmont Virginia Community College is a two-year nonresidential State institution of higher education operating as a part of a statewide system of community colleges. It offers a comprehensive program including occupational-technical education, university parallel-college transfer education, general education, continuing adult education, special training programs, developmental programs, and specialized regional and community services. Associate degrees are awarded. The college primarily serves residents of the City of Charlottesville, the

Counties of Albemarle, Fluvanna, Greene, and Nelson, and the northern part of Buckingham County.

Any person who has a high school diploma or the equivalent, or who is eighteen years of age and able to benefit from a program, may be admitted to the college upon completing admission procedures. Classes meet both day and evening.

The college operates under policies established by the State Board for Community Colleges and with the support and advice of a local Community College Board. The Community College Board members are appointed for four-year terms by the governing bodies of localities served by the college.

JEFFERSON-MADISON REGIONAL LIBRARY

The Jefferson-Madison Regional Library provides public library services to the residents of Charlottesville and the counties of Albemarle, Greene, Louisa, and Nelson. Its headquarters and the main library are located in Charlottesville, and there are branches in Crozet, Scottsville, Louisa, Stanardsville, and Lovings-ton. It also operates two bookmobiles which visit nine locations on a regular twice-a-month schedule.

The library currently has over 210,000 volumes in addition to records, periodicals, microfilm, and art prints, and participates in an interlibrary loan process. The library lends over 650,000 volumes per year.

The library's Board of Directors, which meets every third Tuesday, has eleven members who receive no pay and serve for four-year terms. Four members are appointed by the Charlottesville City Council, four by the Albemarle Board of Supervisors, and one each by the Supervisors of Greene, Louisa, and Nelson Counties. The Board hires a Library Director to administer the library system.

In 1980-81, the operating budget of the library is \$1,004,000, of which \$207,000 comes from State funds, \$20,000 from overdue charges, and \$777,000 from the participating jurisdictions, apportioned according to circulation figures.

HOUSING

The Charlottesville Redevelopment and Housing Authority (CRHA) has the power to plan and carry out redevelopment projects, for which it may condemn and buy land, and has the power to build and manage public housing projects. The Authority can issue bonds for public housing construction. The members of the City Council serve as the Commissioners of the CRHA and set its policy. The City Manager serves as Executive Director and appoints a Deputy

Executive Director, who administers the Authority's programs and is in charge of its personnel. The Authority is actually a subdivision of the State government, with jurisdiction limited to the City of Charlottesville. Since its projects are financed largely by Federal funds, the Authority must act in accordance with Federal guidelines. Regular meetings of the CRHA are held on the fourth Monday of each month at 7:30 P.M.

The **Housing Advisory Committee** has nine citizen members appointed by the CRHA Commissioners for terms of one to three years to advise them on their projects.

Albemarle County employs a **Housing Coordinator** to administer HUD's housing assistance program. The Housing Coordinator arranges for rental assistance and "self-help" housing.

Other organizations active in improving housing opportunities in the City and County include the private Charlottesville Housing Foundation, the Charlottesville Housing Improvement Program (CHIP), and the Albemarle Housing Improvement Program (AHIP). The latter two depend largely on voluntary efforts, although they have received some Federal and local funds in past years.

For governmental programs concerned with basic housing standards (housing inspections, building permits, etc.), see the section Physical Development, Zoning, and Planning.

HUMAN SERVICES

Charlottesville and Albemarle County are served by a range of human service agencies and organizations with varying ties to governmental bodies. For example, hospital services are provided by the University of Virginia Medical Center, a State institution, and by Martha Jefferson Hospital, a private corporation with no governmental affiliation. However, only agencies administered directly by one or both of the local governments and major coordinating agencies for whose policy and/or funding local governmental bodies have significant responsibility are included in this Guide.

The **Charlottesville Social Services Department** administers public assistance programs such as aid to dependent children, Medicaid, general relief, and food stamps. It also administers service programs, including adoptions, foster child care, child and adult protective services, and family and adult supportive services. The Department's Director is appointed by the City Manager and is responsible for the day-to-day operation of the Department. The Director receives advice on matters of local policies and programs from the **Social Services Advisory Board**. This Board has seven members, who are appointed by the City Council for four-year terms.

The **Albemarle County Social Services Department**, whose Director is appointed by the Board of Supervisors, administers basically the same programs

and offers the same services as its City counterpart provides. The duties of the Directors of the two Departments are similar, including supervision of social workers and eligibility workers, budget preparation and presentation, interpretation of pertinent laws and policies, and cooperation with other agencies, including the District Juvenile and Domestic Relations Court. The welfare programs of both Social Services Departments are locally administered and State supervised. Welfare funds come from Federal, State and, to a lesser extent, local sources.

The **Charlottesville Social Development Commission** was created in 1974 to advise the City Council on matters related to human resources and social development, and to provide a mechanism for citizen involvement in the planning and delivery of human services. The Commission advises City Council on: manpower and job development; services for youth, the elderly, and the handicapped; some aspects of transportation and housing; information and referral; and other similar matters. The Social Development Commission reviews social service programs funded by the City and makes recommendations to the City Council about the funding of these programs and ways to improve their services. The Commission has eleven members appointed by the City Council for three-year terms. The Department of Community Development provides staff services to the Commission.



The **Thomas Jefferson Health District** is administered by the Virginia State Health Department and serves as the Charlottesville-Albemarle Health Department. Its Director is appointed by the State Commissioner of Health and is responsible to State and local public officials. Private physicians and dentists, as well as its own staff, participate in its clinics.

The Health Department provides family planning and crippled children services; communicable disease control programs; well-child, immunization, rabies, dental and venereal disease clinics; sickle-cell screening and counseling; and home nursing care. It also collects and analyzes vital statistics for health planning and communicable disease control. Its environmental services include issuing septic tank permits, inspecting restaurants and related establishments, and providing rabies control. The Health Department is funded by Federal, State, and local funds.

The **Region Ten Community Services Board** is responsible for the provision of mental health, mental retardation, and alcohol and drug abuse services in Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. The Board provides mental health and alcohol and drug abuse treatment in its own facilities in Charlottesville and at the Crisis Intervention Center in the

Emergency Room at the University of Virginia Hospital. Offices are also located in Palmyra, Stanardsville, Louisa, and Lovingston. Community support services, including consultation, education, training, volunteer, and residential programs, are provided. The Board also operates the Alcohol Safety Action Program, which offers assessment, education, and treatment to drivers convicted of driving while intoxicated. Funding for the Community Services Board comes from Federal, State, and local governments, as well as service fees charged to clients.

The eleven Board members, who serve three-year terms, are appointed by the governing bodies of their local jurisdictions. Charlottesville is represented by four Board members, Albemarle County by three, and each of the other counties by one. The Board meets on the second Monday of every month at 7:00 P.M.

The **Monticello Area Community Action Agency (MACAA)** is a multi-service agency serving low-income residents of Charlottesville and the counties of Albemarle, Fluvanna, Louisa, and Nelson. MACAA provides planning and other technical assistance to community organizations in an effort to foster community participation. It supports neighborhood improvement projects and sponsors an emergency shelter for victims of domestic violence. Its services include day care, budget and housing counseling, and employment training and counseling, and it administers the local Head Start program.

MACAA operates under the provisions of the Economic Opportunity Act. Members of its Board of Directors are appointed by the City Council, by the Boards of Supervisors of the counties it serves, by community groups and agencies, and by participants in MACAA's programs. Most of MACAA's funding is provided by the Federal government, but local governments provide some monies.

The **Jefferson Area Board for the Aging (JABA)** is responsible for developing a comprehensive and coordinated system of services for all persons 60 and over in Charlottesville and the counties of Albemarle, Fluvanna, Nelson, and Greene. JABA acts as an advocate for older persons' interests and as a resource for agencies, organizations, and individuals. Its services include a nutrition program, a merchant discount program, a craft shop, home care, and it arranges some transportation. The City Council appoints four, the Albemarle County Board of Supervisors appoints two, and the other County Boards appoint the remainder of the nine-member JABA Board. JABA, whose Board meets monthly, is funded by the Federal government under the Older Americans Act, as well as by some monies from local governments.

The **Retired Senior Volunteer Program (RSVP)** recruits and places persons over 60 in a variety of positions. An Advisory Board appointed by the City Council meets every other month to oversee the program, 70% of which is funded by the Federal government and 30% by Charlottesville. More than 350 volunteers are currently working at 54 locations. Volunteers receive a travel and food allowance, and van transportation is available when needed.

The **Youth Service Center** was established to improve services to youths and their families in Charlottesville and Albemarle County, with special emphasis on the prevention of delinquency and of dropping out of high school. Its Board is charged with providing leadership for the coordination of youth services, and with assessing needs and making recommendations for provision of services. The Center maintains the 977-TEEN hotline, operates a peer counseling program, and provides public education to youth and civic groups.

The Center is funded by a state grant as a division of Family Services, Inc., a private social agency, until July 1, 1981, when it will become independent. A Youth Services Citizens Board, appointed by the City Council and the County's Board of Supervisors, will serve as the Center's policy-making body. Advice is provided by a Youth Service Council, which is a professional advisory board, and a Youth Advisory Board, composed of young people.

The **Community Attention System** is a residential care program for troubled adolescent boys and girls, administered by the Charlottesville Department of Social Services. The organization operates a twelve-bed Girls' Home, a twelve-bed Boys' Home, a sixteen-bed Family Oriented Group Home network, and a central administrative office. Children are referred to the program by social service agencies, juvenile courts, schools, and individuals. Children are accepted from anywhere in the state, but priority is given to those who reside in the Sixteenth Judicial District. A program plan is developed for each child and may include counseling, medical care, vocational training or placement, and educational reinforcement.

Community Attention's staff and volunteers are supported by an Advisory Board, whose members are appointed by City Council for three-year terms. This Board helps to promote program awareness and provides community oversight. The program is funded primarily by Virginia's Department of Corrections, and is also supported by Federal and local grants.

PARKS AND RECREATION

Charlottesville's Department of Parks and Recreation, whose Director is appointed by the City Manager, offers supervised recreation programs and maintains the City parks and recreational facilities, including ball fields, pools, tennis courts, golf courses, recreation centers, and picnic areas. The City has 20 parks (neighborhood, civic, and regional), six recreation centers, and both indoor and outdoor swimming pools. In addition to these facilities, school gymnasiums, classrooms, and auditoriums are used by the Department to provide year-round recreation for people of all ages. Although most offerings of the Department are free to the public, some specialized facilities and programs are operated on a fee basis. For example, special interest classes are conducted on a self-supporting basis. City residents are given priority and non-City residents pay a nonresident fee.

Albemarle's Department of Parks and Recreation is headed by a Director who is appointed by the Board of Supervisors. Recreational facilities maintained by the Department include Chris Greene Lake and Mint Springs Valley recreation areas, where swimming, picnic shelters, nature trails, and children's play areas are available. Totter Creek Park and Beaver Creek Park offer fishing and boating (gasoline motors and swimming are prohibited). Funds for the maintenance of recreation facilities and the operation of programs are provided by the County's General Fund and admission fees charged to swimmers. Some Department activities are free of charge; other programs require a registration fee.

The **Ivy Creek Natural Area** is owned jointly by the City and the County. The 80 acres of this area, which may soon be expanded by more than 110 additional acres, are maintained by the two jurisdictions for purposes of conservation, environmental education, and nature study. Trails and some parking facilities have been added. The private Ivy Creek Foundation assists in managing this area in an ecologically sound matter.

PHYSICAL DEVELOPMENT, ZONING AND PLANNING

Charlottesville's Planning Commission is primarily an advisory body, which makes recommendations to the City Council on matters relating to physical planning, including proposed ordinances dealing with land use and zoning. The framework for the Commission's deliberations is provided by the City's Comprehensive Plan, the Zoning Ordinance, and the Subdivision Ordinance. The Comprehensive Plan, prepared with the Commission's assistance, sets general guidelines for housing, transportation, land use, and community facilities and services. The Zoning Ordinance provides for site planning, sign regulation, historic preservation, parking, and other requirements relating to land development.

The Planning Commission is composed of seven citizens appointed by the City Council for four-year terms. It meets regularly on the second Tuesday of each month at 7:30 P.M. in the City Council Chambers. The Commission also holds frequent work sessions.

At its regular meetings, the Planning Commission holds public hearings jointly with the City Council on ordinance amendments, applications for rezoning of land parcels, and special permits. Any petition for rezoning or special permit must be posted on the property involved; legal notice of the public hearing is published in the newspaper; and notification is sent by certified mail to adjacent property owners. Information on any such proposal is available from the Community Development Department (see below). Following the public hearing, the Planning Commission recommendations are submitted to the City Council, which makes the final decision in cases involving rezoning or special permit. The City Council cannot make decisions in these cases, however, without first giving the Planning Commission an opportunity to make a recommendation.

The Planning Commission has the power to make the final decisions regarding site plans and subdivisions of land. Proposed site plans are first considered at a preliminary site plan conference, held by the Community Development Department on the first or third Wednesday of the month. Notice of such a conference is sent by certified mail to all adjacent property owners. Unless the applicant, an adjacent property owner, or planning commissioner then requests that a plan be reviewed by the Commission, it is approved by the Director of the Community Development Department; a list of site plans thus administratively approved is considered by the Planning Commission at its next regular meeting. Proposals for subdivision are reviewed by the Planning Commission at its regular meeting and legal notice of such review is published in the newspaper.

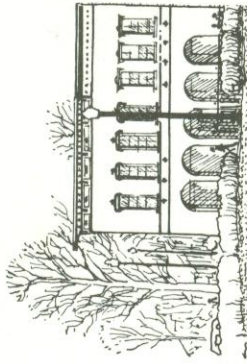
The Planning Commission is involved in neighborhood planning as it relates to land use, housing, and transportation, and considers such community facilities as sidewalks, bicycle paths, and streets.

The City's **Department of Community Development** provides staff support for most city planning activities, advising and assisting the City Manager, City Council, Planning Commission, and other governmental bodies on planning matters. The Department's primary function is to assist in the improvement of the quality of life and the environment, and to facilitate equitable access to opportunities within the city, through physical, social, and economic planning and action. The Department collects data and prepares studies on land use, social needs, transportation, housing, economic development, neighborhoods, zoning, subdivision, and site planning. It also administers and coordinates programs funded by Federal, State and local grants, such as the Small Cities program in the Starr Hill neighborhood and the Community Development Block Grant program. Under contract, it provides planning and evaluation services to the Youth Services Center (see Social Services).

Enforcement of the City's Zoning Ordinance is the responsibility of the **Inspections Division** of the Department of Public Works. This Division also enforces minimum health and safety standards for existing housing. It inspects buildings under construction or undergoing modification to see that they conform to building, plumbing, and electrical code standards. Property owners are informed in writing of any violations. If a property owner disputes an inspector's decision or wants a variance from one of the City codes, he can appeal to one of three boards: the Zoning Board of Appeals, the Building Code Board of Appeals, or the Housing Board of Adjustment and Appeals.

The City's **Board of Zoning Appeals** hears and decides on requests for variances from the Zoning Ordinance and requests for special exceptions. It also considers appeals for review of the administration of the ordinance. Legal notice of Board consideration of specific appeals and requests for variance is published. This Board, whose five members are appointed by the Circuit Court of Charlottesville to serve five-year terms, meets at 4:00 P.M. on the first and third Thursdays of the month, as business requires.

Charlottesville's **Building Code Board of Appeals** considers requests from owners and builders for modifications of the regulations for the erection, alteration, or repair of a structure. Each of the Board's five members must be a licensed professional engineer, an architect, a builder, or a superintendent of building construction, with at least ten years' experience. Appointed by the City Council, the Board members serve five-year terms. The Board meets on the second Tuesdays of January, April, July, and October.



The City's **Housing Board of Adjustments and Appeals** entertains appeals presented by tenants, landlords, owners, or agents following notification of violations of minimum housing standards. These standards relate to overcrowding, sanitation, infestation, structure deterioration, and electrical, plumbing, and fire safety. The Board may adjust the application of City regulations whenever enforcement has been wrongly interpreted or would be contrary to the public interest. Appointed by the City Council to serve four-year terms, the seven members of this Board meet on the second Thursday of the month.

The **Board of Architectural Review** works to assure the preservation of historic architecture and areas in the City. The Board reviews proposals for construction, alterations, or demolition of any buildings and areas visible from any public street in the City's Historic Preservation and Architectural Design Control District around Court Square. It also considers proposals for alteration or demolition of designated historic landmarks and structures built in 1870 or earlier. Certificates of appropriateness are issued for those projects which the Board approves. Denial of such a certificate may be appealed to the City Council. Included among the Board's seven members, who are appointed by the City Council to four-year terms, are two certified architects, a member of the Planning Commission, and a licensed real estate broker. Meetings of the Board are held at 7:45 P.M. on the fourth Wednesday of the month, as business requires.

The City's **Historic Landmarks Commission** promotes public knowledge and interest in, and advises the City Council about, the historic and architectural heritage of Charlottesville. Included among its seven members, who are appointed by the City Council for four-year terms, are a certified architect, a resident of the Architectural Design Control District, a member of the Board of Architectural Review, and a member of the Planning Commission. The Commission meets at 7:30 P.M. on the first Thursday of the month.

The **Albemarle County Planning Commission** is an advisory body which conducts public hearings on the County's Comprehensive Plan, Zoning Ordinance, land subdivision and development ordinance, capital improvements program, applications for rezoning, and special use permits. The Commission then transmits its recommendations to the Board of Supervisors for its consideration. Proposals for ordinance changes, including requests for rezoning or special use permits, require at least one public hearing before the Planning Commission and one before the Board of Supervisors. Notification of the time and place of such public hearings is published in a legal notice in the newspaper and is mailed to owners of adjoining property.

Site plans and subdivision plats are reviewed and approved by the Planning Commission, and are considered by the Board of Supervisors only if a member considers it necessary, or it receives an appeal. Site plans and subdivision of plats are reviewed by the Planning Commission in meetings at which the public is welcome to speak, and it is the policy of the Department of Planning to notify adjacent property owners of these meetings.

The decisions of the Planning Commission are made within the guidelines set out in the Comprehensive Plan for the County and in the provisions of the Zoning and Subdivision Ordinances. The Comprehensive Plan presents guidelines for future land use, transportation, and community facility needs. The Zoning Ordinance regulates the kind of development permitted in different areas and includes sections on site development plans and on the use of flood plains. The Subdivision Ordinance regulates the division of land into two or more lots. Specific information about the Comprehensive Plan and the above ordinances can be obtained from the Department of Planning or the Zoning Division of the Department of Inspections (see below).

The Planning Commission is composed of eight members who are appointed by the Board of Supervisors for four-year terms and are paid an annual stipend. One member of the Board of Supervisors serves as an ex-officio member. The Commission meets at 7:30 P.M. every Tuesday evening. Applications for rezoning or special use permits are generally considered at the first two meetings of each month, while the next two meetings are devoted to site plans and subdivision review. Work sessions are scheduled as needed.

Albemarle County's Planning Department provides the Planning Commission and the Board of Supervisors with the facts and information needed to make their planning decisions. Headed by the County Planner, who is appointed by the Board of Supervisors, the Department is responsible for both long-range and short-range planning. The Department reviews and updates the County's Comprehensive Plan, which includes a land-use plan and coverage of community facilities and transportation. It also plans for parks and recreation, sidewalks, and bikeways. Subdivision plats and requests for rezoning and special use permits are reviewed by the staff planners, and they work on zoning text amendments and regulations necessary to implement the Comprehensive Plan.

The County Planner serves with other technical advisors on the Site Plan Review Committee, which makes recommendations on site plans for consideration by the Planning Commission. This committee meets at 10:00 A.M. on the first Thursday of each month.

The **County's Department of Inspections** is responsible for the administration and enforcement of the Zoning, Sign, and Soil Erosion Control Ordinances, and for building inspections. Occupancy permits, required for all new buildings in the County, are issued by this Department. Prior to occupancy, a building must meet all requirements of the Zoning Ordinance, the requirements placed on the site plan, and any special conditions set by the Planning Department. A clearance from the Department of Inspections is required before a business license is issued and whenever a commercial building changes hands.

The Department of Inspections also takes applications for and reviews zoning appeals and makes recommendations to the Board of Zoning Appeals. Its inspectors examine all new buildings to ensure that they meet building, plumbing, electrical, mechanical, fire prevention, and energy conservation code standards.

The **County's Board of Zoning Appeals** considers appeals for variances from, and for review of the administration of, the County Zoning Ordinance. The five members of this Board are appointed for five-year terms by the Judge of the Circuit Court of the County of Albemarle.



PUBLIC SAFETY

POLICE

The **Charlottesville Police Department** is under the direction of a Chief of Police who is appointed by the City Manager. The Police Department is responsible for insuring the peace and order of the City and for enforcing City and State criminal and motor vehicle laws. City police officers have jurisdiction within the City limits and, in some cases, within one mile of the City limits.

The Police Department consists of five divisions. The Management Division, consisting of the Chief, his administrative assistant, and a secretary, is responsible for the administration and day-to-day operation of the Department. The Service Division consists mainly of civilian employees who are responsible for communications, records, and property. The Patrol Division has the largest complement of uniformed police officers and is responsible for service calls, for law enforcement, and for patrolling the City. The Youth Division investigates all crimes committed by and against juveniles. This Division also operates a School

Resource Officer program, under which three specially trained officers are assigned to the City schools in an educational and counselling capacity. The Investigations Division is responsible for follow-up investigations on all major crimes reported to the Police Department. Investigators assigned to this Division receive specialized training in homicide, burglary, robbery, drugs, fraud, and forgery.

The Police Department also has several specialized units, such as the evidence collection team, a group of specially trained officers who examine crime scenes for physical evidence and who work closely with the Bureau of Forensic Science Laboratory in Richmond. The Crime Prevention and Crime Analysis Officer works to involve citizens in preventing crime and to reduce the possibility of a citizen becoming the victim of a crime. An Animal Control Officer responds to calls for aid in handling stray dogs.

The **City Sheriff**, acting as court officer for the Circuit Court of the City of Charlottesville, transports individuals to various institutions, serves court papers within the City, and, by court appointment, serves as trustee or guardian of some estates. The Sheriff's duties include performing civil marriage ceremonies and serving on the Board of the Albemarle-Charlottesville Joint Security Complex (see below). He is elected for a four-year term.

The **Albemarle County Sheriff** is elected to a four-year term and is responsible for enforcing the State laws and County ordinances. At the present time the Sheriff's Department investigates 95% of the criminal cases and 50% of the traffic accidents in Albemarle County, while the remainder are investigated by the State Police. The Sheriff also serves on the Board of the Joint Security Complex.

The Court Services Division of the Sheriff's Department is charged with serving civil papers and with transporting juveniles to and from the Detention Home in Staunton. Its officers also provide courtroom security for the Circuit, General District, and Juvenile Courts. In 1979 the Sheriff's Department received a two-year Federal grant to set up a Juvenile Division, consisting of two officers who work with juvenile offenders.

Operating out of the Sheriff's Office are Game Wardens, who are employed by the State. Their duties are to arrest and hold any persons disobeying State fish and game laws. An Animal Control Officer and deputy also can be contacted through the Sheriff's office.

The **University Police Department** handles security on the University of Virginia grounds. Three other law enforcement agencies, however, also have jurisdiction over activities on University property: the Charlottesville Police Department, (by virtue of a State Code provision that extends a city's enforcement powers one mile beyond its borders), the Albemarle County Sheriff's Department, and the Virginia State Police. The University Police are deputized by the Circuit Courts of the City of Charlottesville and the County of Albemarle.

FIRE

The **Charlottesville Fire Department** is headed by a Fire Chief, appointed by the City Manager. The Fire Chief is responsible for the four divisions of the Fire Department: administrative, firefighting, fire prevention, and training. The Department currently employs 72 career personnel, who are assisted by about 60 volunteer firefighters. The two stations that serve the City house five engine companies and one ladder company, manned around the clock by paid personnel. The Fire Department annually inspects at least 1200 buildings.

Fire protection in Albemarle County is provided in part by the City Fire Department and in part by volunteer fire companies. The County owns and maintains two firefighting vehicles which are kept at Charlottesville Fire Department facilities, and pays the salaries of three firefighters. The County also provides an equipment allowance to the County's seven volunteer fire companies: Crozet, Earlysville, East Rivanna, North Garden, Scottsville, Seminole Trail, and Stony Point. Additional expenses of the volunteer fire companies are met by contributions. All volunteer firemen are trained according to State requirements.

All City and County fire calls are made through one emergency telephone number to the Charlottesville Fire Department, with the Department acting as dispatcher for the volunteer companies, which are all on one radio frequency. The City's Fire Department and the various County volunteer companies provide backup assistance to one another as necessary.

Albemarle County also employs a Fire Prevention Officer (Fire Marshal) to enforce the fire prevention code and State Air Pollution Control rules and to investigate all structural and suspicious fires.

Forest fire protection is provided in the County by the Virginia Division of Forestry. A full-time **Chief Forest Warden** is assisted in suppressing forest fires by about 50 volunteer forest wardens, as well as by the County volunteer fire departments. Two forest fire look-out towers located in the County are manned during dry periods, usually during the spring and fall months.

RESCUE SQUADS

Neither the City nor the County operate ambulance services. Instead, volunteer rescue squads, which work closely with government agencies, provide emergency services in the two jurisdictions.

The **Charlottesville-Albemarle Rescue Squad** is a nonprofit, all-volunteer emergency medical care organization that is on call for anyone in the area. The Rescue Squad responds to calls for assistance for any injury or sudden, serious illness, and to calls for water search and rescue work. Rescue Squad ambulances are fully equipped and standards of emergency care are checked by the Health Department. The Rescue Squad also operates a Mobile Coronary Care Unit.

All members of this Rescue Squad have completed an 81-hour course of instruction and practice and are certified as Emergency Medical Technicians (EMTs). Over one-half of the members have received additional training in advanced life support, either as Shock-Trauma EMTs or as Cardiac EMTs. Rescue Squad members, whatever their level of certification, must be recertified every two years.

The **Western Albemarle Rescue Squad** is located in Crozet and serves the western part of Albemarle County and portions of Nelson County. The **Scottsville Rescue Squad** serves an area with a radius of about ten miles around Scottsville. Members of both squads are required to take emergency medical technician training leading to an EMT certificate, and some have additional training. Every team answering emergency calls includes one or more certified EMTs.

DISASTER PLANNING

A **Coordinator of Emergency Services** is employed jointly by Charlottesville and Albemarle County. The Coordinator is responsible for planning and coordinating governmental responses to natural and man-made disasters, including floods, hurricanes, tornadoes, nuclear accidents, chemical spills, and transport crashes.

PUBLIC WORKS AND UTILITIES

The functions of the large and diverse area of public works are for the most part carried out by Charlottesville's Department of Public Works and by Albemarle's Engineering Department. Some responsibilities of these Departments have been described in the sections on Physical Development, Zoning, and Planning, and on Transportation.

Charlottesville's Department of Public Works is headed by a Director appointed by the City Manager. The Department is responsible for: providing gas, water, and sewerage service within the City; providing storm water controls; maintaining streets and sidewalks; planning new streets; providing street lights and traffic and parking controls; removing snow; collecting and disposing of garbage; conducting building inspections and issuing permits; operating a transit system; maintaining city vehicles and property; and designing city construction projects.

Albemarle County's Department of Engineering is headed by the County Engineer, who is appointed by the Board of Supervisors. This Department is responsible for the construction, maintenance, and inspection of all county property. The Department approves specifications for private wells and pipelines

to be used by more than three residences; reviews street signs and street lighting requirements; oversees sanitary landfills; enforces the runoff control ordinance; and participates in reviewing plans required under the Soil Erosion Control Ordinance.

DRAINAGE

Drainage and storm water control in the City is the responsibility of the Department of Public Works. In Albemarle County, the County Engineer is designated as the **Runoff Control Officer** under the Runoff Control Ordinance, which was enacted to protect the South Rivanna Reservoir, the area's major source of drinking water.

GAS SERVICE

Natural gas service is provided in Charlottesville and in a few areas of Albemarle by the City's Department of Public Works, which operates its Gas Division as a nonprofit enterprise. The Department buys natural gas from an independent company, and gas rates are determined by the City Council. Most areas of Albemarle County do not have gas service.

HIGHWAYS, STREETS, AND SIDEWALKS

The design, construction, and maintenance of Charlottesville's streets and sidewalks are carried out by the City's Department of Public Works. Its traffic engineers deal with traffic signals, speed-limit and parking recommendations, parking meters, and street lights, and they review plans for new streets. The State Department of Highways and Transportation is responsible for State highways within the City limits and for the construction and maintenance of all roads, except private roads, in Albemarle County.

The City's **Highway Safety Commission** studies and reports on plans and programs for the improvement of highway safety. The seven members of this Commission, who are appointed by City Council to serve four-year terms, include a member of the Police Department, a representative of the school system, a member of City Council, and four citizens at large. Although this Commission does not have regularly scheduled meetings, it must, under the Code of Virginia, meet at least four times a year. The County's **Highway Transportation Safety Committee**, which has five members, works closely with the County Engineer.

TRASH COLLECTION AND DISPOSAL

In Charlottesville, trash collection and disposal are the responsibility of the Public Works Department. Albemarle County provides no trash collection service to its citizens, but private collection services and individuals may use the County landfills. One sanitary landfill, at Ivy, is operated jointly by the City and County, and a second, at Keene, is operated for County use only. The Department of Engineering oversees the County's landfill operations.

WATER AND SEWAGE

The **Rivanna Water and Sewer Authority (RWSA)** finances, operates, and maintains water and sewage facilities. It sells potable water and sewage treatment services, on a wholesale basis, to Charlottesville and to the Albemarle County Service Authority, which in turn retail services to customers in their respective areas. The RWSA is an independent, self-financed, political subdivision created by concurrent actions of the City Council and Board of Supervisors, and chartered by the State. Its work is monitored by the State Water Control Board and the Health Department.

The RWSA is scheduled to complete acquisition of the facilities it operates under a lease-purchase agreement by June 1983. These facilities include five water treatment plants and five wastewater treatment plants, three of which are scheduled to be phased out in late 1981 upon the completion of a regional wastewater treatment project. The RWSA leases water rights to five reservoirs and maintains the dams and production facilities. Some water is also taken by the RWSA from the North Rivanna River.

The rates charged by the RWSA depend on: the geographical location of the delivery points; the facilities used to provide the particular service; the outstanding debt on a specific facility; and anticipated capital and maintenance programs needed to continue service.

The RWSA's Board of Directors consists of the City Manager, the City's Director of Public Works, the County Executive, the County Engineer, and a member of the general public chosen by the City Council and the County's Board of Supervisors. The public member, who currently acts as chairman, receives annual compensation. The Board appoints an Executive Director. It meets at 2:00 P.M. on the second Tuesday of the month.

Retail water and sewer service within the City is operated by the Department of Public Works, which maintains its own water and sewer lines. The **Albemarle County Service Authority** operates the retail water and sewer system which serves Crozet, Scottsville, and urban and suburban areas lying west, north, and east of Charlottesville. This Authority has a five-member Board of Directors appointed by the Board of Supervisors for rotating four-year terms. The Board

of Directors appoints an Executive Director, who also serves as Secretary-Treasurer. The Board meets on the third Thursday of each month.

Most of Albemarle County is not served by public water and sewer systems, but specifications for wells and pipelines are regulated by the State Code and approval by the County Engineer and the Health Department is required in many cases. Septic tanks and other methods of private and industrial waste disposal must be approved by the Health Department.

SOIL AND WATER CONSERVATION

The County's Soil Erosion and Sedimentation Control Advisory Committee, whose two citizen members are appointed by the Board of Supervisors, is charged with reviewing soil erosion control plans that are required of all property owners whose activities disturb more than 10,000 square feet of land. Final approval and enforcement of these plans is the responsibility of the Inspection Department, which is assisted by the County Engineer.

The Thomas Jefferson Soil and Water Conservation District is a regional body formed under State law in 1939 to assist individual farmers and other landowners as well as local governments. It focusses attention on land and water resource problems, develops programs to solve them, and enlists and coordinates aid from public and private sources. The Conservation District includes the counties of Albemarle, Fluvanna, Louisa, and Nelson, each of which elects two directors. The other directors are a county extension agent and one member-at-large. The directors, who serve three-year terms, meet every fourth Friday at 10:00 A.M.



TRANSPORTATION

The City Traffic Engineer is appointed by the City Manager to deal with traffic problems. His division is responsible for traffic signals, traffic signs and pavement markings, speed limit and parking recommendations, and parking meters and street lights. It plans new streets and investigates transportation systems which might provide alternatives to the use of private cars.

The Charlottesville Transit Service (CTS), a part of the City's Public Works Department, has provided bus service in the City since 1975, when it took over private bus operations. Buses operate between 6:30 A.M. and 8:00 P.M., Monday through Saturday, on several routes. Buses from downtown along West Main and Emmet Streets run every 15 minutes during commuter hours and every 30 minutes at other times. Buses on neighborhood routes run every 30 minutes during commuter hours, and hourly at other times. Schedules may be obtained on buses, at City Hall, or by calling 296-RIDE.

Passenger fares are supplemented by a combination of City, State, and Federal funds to cover the costs of the City's bus services. Under present laws the State and Federal governments can provide for 80% of administrative costs, 50% of the operating deficit, and all but 1% of capital expenses.

Albemarle County recently began providing bus service on Route 29 North. Funded as an experimental project by the Virginia Department of Highways and Transportation and operated under contract by the Charlottesville Transit Service, this bus line is designed to provide commuter service and transportation for shoppers. Scheduling has been arranged to allow riders to make connections with buses on the City's and University's routes. Bus schedules may be obtained on buses or by calling 296-RIDE.

The County has provided for some rural transportation services through Jefferson Area United Transportations, Inc. (JAUNT). JAUNT, which was chartered in 1975 primarily to serve clients of social service agencies on a demand-responsive, taxi-like basis, also serves Scottsville, Crozet, and communities along Route 29 South with one round-trip per day to Charlottesville. Fares are paid for JAUNT's services by passengers or by the social service agencies of which they are clients. Much of JAUNT's funding, however, is provided by Federal Government grants, for which the City of Charlottesville serves as JAUNT's sponsor, and both the City and the County have provided some funding. The County also received a grant in 1980 from the State Department of Highways and Transportation to begin a ride-sharing program, which JAUNT operates.

Other land transportation services in the City and County are provided by private taxis and long-distance bus companies. Separate non-public bus services are operated for students and employees of the University of Virginia and the City's and County's public schools. Amtrak trains also serve the area.

The Charlottesville-Albemarle Airport is owned jointly by the City and the County. Opened in 1955, it is operated by the Charlottesville-Albemarle Airport Board, which employs the airport manager and his staff. The Board consists of the City Manager, the County Executive, and the Chairman of the Charlottesville-Albemarle Joint Airport Commission. This Commission is an advisory body composed of seven members appointed by the City Council and the Board of Supervisors.

Two airlines, Piedmont Airlines, a regular air-transport service, and Air Virginia, a commuter service, use the airport. The two airlines boarded approximately 63,500 passengers in 1979. Piedmont provided 10 or 11 flights daily, while Air Virginia has 9 flights daily Monday through Friday, with a more limited schedule on weekends. Limousine and car rental services are available at the Airport.

PLANNING DISTRICT COMMISSION

Planning districts were authorized by the Virginia Area Development Act of 1968, after which the State was divided into 22 districts. Planning District 10, called the Thomas Jefferson Planning District, includes Charlottesville and the counties of Albemarle, Fluvanna, Greene, Louisa, and Nelson. All six local governments are members of the **Thomas Jefferson Planning District Commission** (TJPD).

Each Planning District Commission is required to develop a comprehensive physical plan. Once adopted, this plan is used as a basis for the Commission's decisions. (The Commissions are prohibited by state law from implementing their plans or providing government services to the general public.) The TJPD land-use plan was adopted in 1978. Plans for providing low-income housing throughout the region and for all matters related to criminal justice have also been prepared and adopted by the Commission.

Planning District Commission review of grant applications made by local governments, agencies, or organizations is required by both State and Federal laws, and regional planning is a prerequisite to most Federal funding of programs. In its review, the TJPD considers whether the proposed project will duplicate or conflict with local or regional plans, policies, and programs. Comments are solicited from local governments and agencies likely to be affected by the proposed project, and the Commission's deliberations are aided by advisory groups. The TJPD's comments, which are advisory only, are forwarded to the funding agency.

The TJPD provides technical assistance to local governments in preparing their plans and strategies, in revising subdivision and zoning ordinances, and in writing grant applications. Technical assistance is also provided to such organizations as JABA (see under Human Services) and JAUNT (see under Transportation). In addition the TJPD serves as a regional data center.

Funding for the TJPD is provided by Federal and State grants and by per capita contributions from local and State governments.

The sixteen Commissioners are appointed by their respective governing bodies and include members of local governing bodies as well as private citizens. Terms of office for private citizen Commissioners are three years, while the terms for members of local governing bodies are determined by those bodies. The TJPD meets on the first Tuesday of each month at 7:30 P.M.

JUDICIAL SYSTEM



Charlottesville and Albemarle County each have two types of courts: Circuit Courts and District Courts. The former sit at two or more places within one judicial district and, since a transcript of the proceedings is kept, are known as courts of record. The latter, which sit in only one place, are called courts of no record, since no transcript is kept. The City of Charlottesville and the County of Albemarle, together with the counties of Madison, Greene, Fluvanna, Goochland, Louisa, Orange, and Culpeper constitute the Sixteenth Judicial Circuit of the Commonwealth of Virginia and also the Sixteenth Judicial District.

SIXTEENTH JUDICIAL CIRCUIT

Circuit Courts serve as primary courts of civil, chancery, and criminal jurisdiction. All jury trials are held in the circuit courts. These courts have jurisdiction over all felonies. They have appellate jurisdiction from inferior tribunals, including District Courts and such agencies as Boards of Zoning Appeals. All appeals from the Circuit Courts are heard by the Supreme Court of Virginia, with no intervening courts. The Circuit Courts, as well as the Supreme Court of Virginia, may issue to lower courts or to official bodies writs of mandamus and prohibition, which require these courts or bodies to perform specific functions (mandamus) or to desist from engaging in certain activities (prohibition).

Four full-time judges serve in the Sixteenth Judicial Circuit. They are elected by the General Assembly for terms of eight years. They must have been licensed to practice law in the State five years before their election and may not engage in private practice while they are in office. Temporary interim appointments are made by the Governor between sessions of the General Assembly. Each judge is assigned to a specific Circuit Court, but may be requested by the Circuit's Chief Judge to sit in any of the Circuit Courts of the Sixteenth Circuit.

The City and County Circuit Courts are each served by a Clerk of the Court, who is elected by the voters to an eight-year term. The Clerks keep court and voting records and other records required by law, such as marriage records, deeds, and mortgages. They also summon juries; issue marriage licenses, subpoenas, and other legal writs; and appoint guardians.

JURIES

Panels for Petit Juries (trial juries) used in the Sixteenth Judicial Circuit Courts are selected by lot by the Clerk of the Circuit Court from lists of qualified voters prepared by Jury Commissions appointed by the Courts. Members of these panels serve a term of one month. The five to seven members of the Grand Jury, which hands down indictments and may carry out investigations, are selected by the Clerk of the Court from sixty names provided by the Chief Judge of the Circuit Court. Grand Jury members serve for one year.

SIXTEENTH JUDICIAL DISTRICT

District Courts are below the jurisdictional level of Circuit Courts and are generally described as lower courts. There are two types of District Courts: 1) General District Courts, and 2) Juvenile and Domestic Relations District Courts.

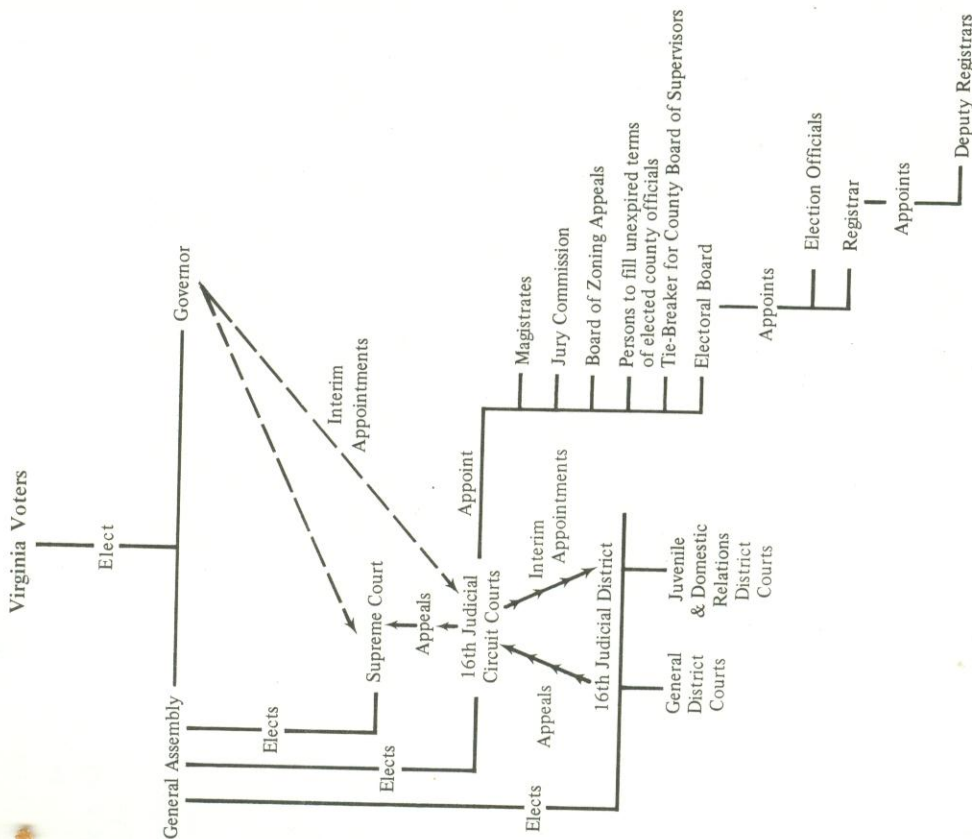
General District Courts hold preliminary hearings for felonies, hear civil cases involving \$500 or less, and handle all misdemeanors (offenses punishable by fines up to \$1,000 or one year in jail), including traffic violations. They have concurrent jurisdiction with the Circuit Courts in claims involving \$500 to \$5,000, meaning that such cases can be tried in either court. General District Courts also have jurisdiction over commitments for reasons of mental illness or inebriety. Cases are heard by a judge without a jury. Hearings for involuntary commitment to a State psychiatric hospital are held before any General District Judge or special justices appointed for the purpose by the Chief Judge of the Circuit Court.

Juvenile and Domestic Relations District Courts have jurisdiction over any person less than 18 years of age who is accused of violating a law. Support proceedings, determinations of custody and control of children, and intra-family disputes also fall within their jurisdiction. The proceedings of these courts are confidential and informal. Under certain circumstances, a child over fifteen may be tried in a Circuit Court if so ordered by the Juvenile and Domestic Relations District Court judge.

All District Court judges now serve full time. They are elected by the General Assembly for six years, with temporary interim appointments (when the General Assembly is not in session) being made by the Circuit's Chief Judge. There are four judges in the Sixteenth Judicial District: two General District Court judges and two Juvenile and Domestic Relations District Court judges.

MAGISTRATES

Magistrates (formerly Justices of the Peace) are appointed and supervised by the Chief Judge of the Sixteenth Judicial Circuit Courts. Available twenty-



four hours a day, magistrates are paid a salary based on workload and population, as determined by the Committee on District Courts. Since magistrates' duties are to issue arrest, search, and civil warrants and subpoenas, and to admit to bail and commit to jail, they are usually an individual's first contact with the judicial process. They also administer oaths and take acknowledgements, and act as conservators of the peace.

JAIL

The **Albemarle-Charlottesville Joint Security Complex** is a regional jail facility, completed in 1974, with a designated capacity of 84 beds. The facility is managed jointly by Charlottesville and Albemarle County through a Regional Jail Board. This Board makes policy for the Complex, hires the Administrator, and plans the budget, subject to the approval by the City Council and Board of Supervisors. The seven members of the Board, who serve three-year terms, include the City and County Sheriffs, one member of City Council, one member of the County Board of Supervisors, and three citizen appointees. The Board meets on the second Thursday of each month at 7:30 P.M.

The **Shenandoah Valley Juvenile Detention Home** is a regional facility for the temporary care and supervision of juvenile offenders. The facility was established in 1967 by a Commission comprised of representatives from Lexington, Harrisonburg, Staunton, and Waynesboro. The Commission was expanded in 1972 to include Charlottesville and the Counties of Albemarle, Augusta, and Rockingham. The Detention Home's operating costs are charged to the participating jurisdictions according to the proportion of the total number of detention days each uses.

ELECTIONS AND VOTING INFORMATION

ELECTORAL BOARDS

Elections in the City and County are held under the general supervision of the **Electoral Boards** of each jurisdiction. There are three members of the City Electoral Board, appointed by the judge of the City's Circuit Court, and three members of the County Electoral Board, appointed by the judge of the County's Circuit Court. Members are appointed for three-year terms and may be reappointed. Virginia law states that the majority of the members must be from the political party which cast the highest number of votes in the State in the last preceding gubernatorial election.

REGISTRATION

To qualify for voter registration in Virginia a person must be a citizen of the United States, eighteen years of age by General Election Day, and a Virginia resident.

Charlottesville residents register with the **City Registrar**. County residents register with the **County Registrar** or with deputy registrars located at various points in the County. Consult the appropriate registrar (listed in the telephone directory) for more specific information.

Although the City and County registration books are open at all times, a voter must be registered thirty days before a general or primary election and six days before a special election in order to participate in those elections. Registration must be carried out in person. Although only one registration is ordinarily necessary, the Registrar, after giving due notice will remove from the books the name of any individual who fails to vote within a four-year period. Virginia residents do not declare party preference at the time of registration.

A voter who moves within Virginia may return once to his former precinct to vote in the next election, (provided his name has not been removed from the records), but must then change his registration. If he has moved within the City or County, he may notify the registrar of this fact either in writing or in person, but if he has moved to a new jurisdiction, he must appear before the registrar of that locality.

ABSENTEE VOTING

An absentee ballot is available to any qualified, registered person who cannot get to his polling place on the day of an election. If the registered voter is going to be out of town on election day, he may vote absentee in person at the Registrar's Office not less than three nor more than forty days prior to an election. If a registered voter is ill, a student, in military service, or on government duty, or a spouse of a student or someone in military service or on government duty, he or she may vote absentee by mail. An absentee mail ballot may be obtained from the Registrar on application, not less than five nor more than forty days prior to an election. The ballot must be witnessed and returned to the Electoral Board by election day.

PRIMARIES

Political parties in Virginia may hold primaries, and each registered voter is eligible to vote in the primary of his or her choice. Both the Democratic and Republican parties, however, frequently select candidates by convention or mass meeting.

PRECINCTS AND POLLING PLACES

All City and County polling places have voting machines. Write-in votes are permitted except for presidential and vice-presidential candidates. Ask the election official on duty at your polling place for instructions in the write-in procedure. Special assistance is available at the polls for disabled voters who may, for example, cast their ballots in their cars. The polls are open on election days from 6:00 A.M. until 7:00 P.M.

VOTING DISTRICTS

CITY OF CHARLOTTESVILLE

- 1st Ward: Recreation Precinct (Downtown Recreation Center)
Clark School Precinct (Belmont Avenue)
- 2nd Ward: Rose Hill Precinct (Health Center, 1138 Rosehill Drive)
Walker School Precinct
- 3rd Ward: Central Firehouse Precinct
Johnson Precinct (Jefferson Park Baptist Church,
2505 Jefferson Park Avenue)

- 4th Ward: Venable School Precinct
Alumni Hall Precinct

ALBEMARLE COUNTY

- Jack Jouett District: Jack Jouett Precinct (Jack Jouett School)
- Charlottesville District: Woodbrook Precinct (Woodbrook Elementary School)
- Scottsville District: Covessville Precinct (Presbyterian Church)
Porter's Precinct (Yancey School, Esmont)
Scottsville Precinct (Fire House — Old Theatre Building)
Monticello Precinct (Piedmont Community College)
- White Hall District: Free Union Precinct (Odd Fellows Lodge Hall)
Crozet Precinct (Brownsville School)
- Rivanna District: Earlysville Precinct (Broadus Wood School)
Free Bridge Precinct (Elks Lodge Hall)
Keswick Precinct (Stone Robinson School)
Stony Point Precinct (Ruritan Building)
- Samuel Miller District: North Garden Precinct (Red Hill School)
Batesville Precinct (Charles Page, Jr. Residence)
Ivy Precinct (Murray School)

POLITICAL PARTY ORGANIZATIONS

Both the City and County Democratic Committees follow the State Democratic Party plan for organization. Each group is autonomous. Every two years, the City and County parties each hold a mass meeting to elect committee members. The number of members from each City precinct or County magisterial district is determined by the outgoing committee. Candidates for membership are chosen in precinct or district caucuses and are voted on by the entire outgoing committee. The newly-elected committees each choose their own officers.

It is the duty of the City and County Democratic Committees to certify candidates for the Democratic Party by calling either a convention or a primary election. If there is only one candidate for a primary election, he or she is automatically certified as the party's candidate.

Both City and County Republican Committees choose their members and officers at a mass meeting every two years. There is no limit on the number of committee members in either the City or the County. Nominations are made in an open meeting and election is by simple majority. City and County chairmen serve on the 7th District Republican Committee. There are ten Districts in the State and the chairman of each serves on the State Republican Central Committee. Republican candidates for office in the County are chosen by a convention made up of committee members from the area to be served, which is called prior to the filing deadline for an election. Republican candidates for office in the City are chosen at a mass meeting. It is possible for any area or local organization to call for a primary election, although no Republican primary has been held locally.

INDEPENDENT CANDIDATES

Individuals may file as independent, or non-party, candidates for an office if they meet the basic Virginia requirements. A candidate must have been a resident of the State for one year preceding the election, and he or she must be qualified to vote for and to hold the office that is sought. In addition, an independent candidate for a local office must submit to the local Board of Elections a letter of intention signed by two qualified voters, with a duplicate filed with the State Board of Elections.

To be listed on the ballot, a candidate must obtain a specified number of signatures of qualified voters. The number of signatures necessary varies with the office sought.

FOUR YEAR ELECTION CALENDAR

To Be Elected In:

1981 November Governor; Lieutenant Governor; Attorney General; all members of the Virginia House of Delegates; three members of the Albemarle County Board of Supervisors (County voters only); and the City constitutional officers: Commonwealth's Attorney, Commissioner of Revenue, City Treasurer, and City Sheriff (City voters only).

1982 May Two members of the Charlottesville City Council (City voters only).

November One U.S. Senator; member of the U.S. House of Representatives from the 7th Congressional District.

1983 November The State Senator from the 25th State Senate District, Virginia General Assembly; all members of the Virginia House of Delegates; and the County constitutional officers: Commonwealth's Attorney, Sheriff and Clerk of the Circuit Court of the County of Albemarle; and three members of the Board of Supervisors (County voters only).

1984 May Three members of the Charlottesville City Council (City voters only).

November President and Vice President of the U.S.; member of the U.S. House of Representatives from the 7th Congressional District.

TAXES AND LICENSES: A CALENDAR

January 31	Trailer Court Licenses (County) Business and Professional Licenses (State) Withholding Tax (Federal and State)
February 1	Dog Licenses (City and County)
March 1	Farmers' and Fishermen's Calendar Year Tax Return (Federal) Real Estate Tax Relief for Elderly and Disabled (City)
April 15	Income Tax Returns (Federal) Estimated Income Tax, 1st quarter payment (Federal) Partnership Tax Return - Calendar Year (Federal and State) Automobile Decals (City and County)
May 1	Rent Relief for Elderly and Disabled (City) Real Estate Tax Relief for Elderly (County) Personal Property Tax Returns (City and County) Income Tax Returns (State) Virginia Estimated Income Tax, 1st quarter payment (State)
May 31	Business and Professional Licenses (County)
June 1	Business and Professional Licenses (City)
June 5	Real Estate Tax, 1st half payment (City)
June 15	Estimated Income Tax, 2nd quarter payment (Federal and State)
June 30	Hunting and Fishing Licenses
September 15	Estimated Income Tax, 3rd quarter payment (Federal and State)
November 1	Rent Relief for Elderly and Disabled (County)
December 5	Real Estate Tax (County) Real Estate Tax, 2nd half payment (City) Personal Property Taxes (City and County)
January 15	Estimated Income Tax, Final payment (Federal and State)

PRINCIPAL OFFICERS

CITY	COUNTY
City Council	Board of Supervisors
Francis L. Buck, Mayor	Gerald E. Fisher, Chairman (Samuel Miller District)
Thomas E. Albro	Joseph T. Henley III (Whitehall District)
John G. Conover	F. Anthony Iachetta (Charlottesville District)
Elizabeth B. Gleason	C. Timothy Lindstrom (Jack Jouett District)
Elisha G. Hall	Layton R. McCann (Rivanna District)
City Hall, P.O. Box 911	Ellen V. Nash (Scottsville District)
Seventh and East Main Streets Charlottesville, Virginia 22902 Phone 977-4050	County Office Building Charlottesville, Virginia 22901 Phone 296-5841
City Manager	Executive
Cole Hendrix, City Manager	Guy B. Agnor, Jr.
City Hall, P.O. Box 911	County Office Building (Court Square - Fifth and East Jefferson Streets)
Seventh and East Main Streets Charlottesville, Virginia 22902 Phone 296-6151	Charlottesville, Virginia 22901
Planning Commission	Planning Commission
Mrs. Robert P. Carter, Chairman	Col. William R. Washington, Chairman
Satyendra S. Huja, Director of the Department of Community Development	Robert W. Tucker, Planning Director
City Hall, P.O. Box 911 Charlottesville, Virginia 22902 Phone 295-4177	414 East Market Street Charlottesville, Virginia 22901 Phone 296-5823
School Board	School Board
Richard L. Jennings, Chairman Dr. William J. Ellena, Superintendent of Schools 1562 Dairy Road Charlottesville, Virginia 22903 Phone 296-4157	Mrs. Jesse C. Haden, Chairman Clarence S. McClure, Superintendent of Schools County Office Building Charlottesville, Virginia 22901 Phone 296-5826

CONSTITUTIONAL OFFICERS

CITY	COUNTY
Clerk of Circuit Court Carl E. Hennrich City Courthouse (Fourth and East High Streets) Charlottesville, Virginia 22901 Phone 295-4912	Clerk of Circuit Court Ms. Shelby Marshall County Office Building Charlottesville, Virginia 22901 Phone 296-5869
Commonwealth's Attorney Richard H. Barrick City Hall, P.O. Box 911 Charlottesville, Virginia 22901 Phone 295-2138	Commonwealth's Attorney Lindsay G. Dorrier, Jr. 224 Court Square Charlottesville, Virginia 22901 Phone 977-2897
City Sheriff M. W. Norford, Jr. City Courthouse Charlottesville, Virginia 22901	Sheriff George W. Bailey County Office Building Charlottesville, Virginia 22901 Phone 296-2112
Commissioner of Revenue Miss Ora A. Maupin City Hall Charlottesville, Virginia 22901 Phone 295-4545	
City Treasurer L. G. Harding City Hall Charlottesville, Virginia 22901 Phone 295-7191	

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The League of Women Voters is a nonpartisan organization dedicated to promoting political responsibility through informed and active participation of citizens in government. Anyone interested is invited to join. Members select, research, and study issues of local, state, and national government and then attempt to reach agreement on these issues by a consensus process. When agreement is reached among the members, the League may act on issues through providing public information, by urging governmental action, and by supporting or opposing legislation. The League of Women Voters supplies nonpartisan voting information but never supports or opposes parties or candidates. If you would like to become a member of the League of Women Voters of Charlottesville and Albemarle County, or make a contribution to support its activities, please write to Post Office Box 3178, University Station, Charlottesville, Virginia 22903.

